


Career Cluster: Business Management & Administration				CTE Program: Business Management and Analysis 8301100				
Career Cluster Pathway: Management Career Path				Industry Certification: MICRO069 MOS Bundle, MICRO017 Microsoft Office Master				
	16 CORE CURRICULUM CREDITS					8 ADDITIONAL CREDITS		
	ENGLISH 4 credits	MATH 4 credits	SCIENCE 3 credits, 2 with lab	SOCIAL STUDIES 3 credits	OTHER REQUIRED COURSES FINE ARTS (1 credit) PHYSICAL EDUCATION (1 credit)	CAREER AND TECHNICAL EDUCATION COURSES	RECOMMENDED ELECTIVES (ALIGNED WITH COMMUNITY COLLEGE & STATE UNIVERSITY SYSTEM PROGRAMS)	
HIGH SCHOOL	<ul style="list-style-type: none"> • Students are encouraged to use fchoices.org to explore careers and postsecondary options. • Students are also encouraged to participate in dual enrollment courses which may be used to satisfy high school graduation or Bright Futures Gold Seal Vocational Scholars course requirements. • One course within the 24 credit program must be an online course. Cumulative GPA of 2.0 on a 4.0 scale for 24 credit program 							
	9th	English 1 or higher	Algebra 1 or higher	Earth Space Science or Agriscience Foundations	Elective: Intro to Information Tech (on-line)	Physical Education (1credit) (Not required for ACCEL Program)	Digital Information and Technology	
	10th	English 2 or higher	Geometry or higher	Biology	World History	Practical Arts or Fine Arts course (1 credit)	Business and Entrepreneurial Principles	
	11th	English 3 or higher	Algebra II or higher	Chemistry	American History	Elective	Accounting Applications 1	Other elective course appropriate for student's career and education plan.
	12th	English 4 or higher	Pre-Calculus or Higher	Elective	American Gov't & Economics	Elective or Dual Enrollment	Management and Human Resources	Other elective course appropriate for student's career and education plan.
POSTSECONDARY	Based on the Career Cluster of interest and identified career and technical education program, the following postsecondary options are available.							
	TECHNICAL CENTER PROGRAM(S)		COMMUNITY or STATE COLLEGE PROGRAM(S)			UNIVERSITY PROGRAM(S)		
	WTC: Administrative Office Specialist		College of Central Florida: Business Administration:2305			UCF- B.A. Business Administration UNF- Coggin College of Business- various majors and minors St. Leo University- B.A. Business Administration UF- B.S. or B.A. Business Administration		
C A R L	Sample Career Specialties (The Targeted Occupations List may be used to identify appropriate careers.)							

	Bookkeeping, Accounting, Auditing Clerk, Human Resources Assistant, Payroll, Paralegal, Legal Assistant	Office Manager, Sales Manager, Bookkeeping, Auditing Clerk, Executive Payroll, Legal Assistant, Executive Secretary, Real Estate Agent, Marketing Manager, Administrative Assistant, Database Administrator	Sales Manager, Business Teacher, Business Manager, Office Manager, Advertising, Marketing, Promotions, Public Relations
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Articulation and CTE Dual Enrollment Opportunities

CREDIT	Secondary to Technical Center (PSAV) 90 hours toward PSAV Certificate	Secondary to College Credit Certificate or Degree (Minimum # of clock or credit hours awarded)		PSAV/PSV to AAS or AS/BS/BAS
		Secondary Courses/Certifications	College of Central Florida	
		Digital Information Technology (8207310) Business and Entrepreneurial Principles (8215120) Legal Aspects of Business (8215130) MICRO017: Microsoft Office Master MICRO069: Microsoft Office Specialist Microsoft Excel Expert Microsoft Word Expert TAFLP001: Accredited Legal Secretary (ALS)	OST 1100 Introduction to Word (3 credits) GEB 1011 Introduction to Business (3 credits) ENT 1000 Introduction to Entrepreneurship (3 credits) <u>Microsoft Office Master (MOM)</u> CGS 1100 Microcomputer Applications (3 credits) CGS 2103 Spreadsheet Applications (3 credits) OST 2717 Microsoft Word (3 credits) CGS 2540 Database Management (3 credits) <u>Microsoft Office Specialist (MOS)</u> OST 1100 Introduction to Word (3 credits) <u>EXCEL Expert</u> CGS 2103 Spreadsheet Applications (3 credits) <u>WORD Expert</u> OST 2717 Advanced Word (3 credits) <u>Accredited Legal Secretary (ALS) (8212000 ONLY)</u> PLA 1103 Intro to Paralegal Field (3 credits)	

Career and Technical Student Association:

FBLA

Internship/Work Experience Recommendations:

Local medical offices, financial institutions, legal and sales offices.

Program of Study Graduation Requirements: <http://www.fldoe.org/academics/graduation-requirements/index.shtml>