


Career Cluster: Business Management & Administration					CTE Program: Medical Administrative Specialist 8212300			
Career Cluster Pathway: Office Administration – Medical Office Administration, A.S.					Industry Certification: Certified Medical Administrative Assistant (NHA)			
	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 I	Algebra I	Physical Science	World Cultural Geography	Physical Education (1credit) (Not required for ACCEL Program)	Computing for College and Careers	Foreign Language for SUS admission or other elective appropriate for student's career and education plan.
	10th	English II	Geometry	Biology	World History			Foreign Language for SUS admission or other elective appropriate for student's career and education plan.
	11th	English III	Algebra II	Chemistry or Marine Science.	United States History	Practical Arts or Fine Arts course (1 credit)	Medical Office Technology I	Other elective course appropriate for student's career and education plan.
	12th	English IV	Pre-Calculus	Elective	American Government		Medical Office Technology II	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 COLLEGE PROGRAM(S)			UNIVERSITY PROGRAM(S)		
			College of Central Florida: Office Administration – Medical Office Administration, A.S.			University of Florida: Business Administration B.S Business Administration M.B.A.		
CAREER	Sample Career Specialties (The Targeted Occupations List may be used to identify appropriate careers.)							
	Information Technology Assistant		Front Desk Specialist, Medical Office Technologist			Medical Administrative Specialist		

Articulation and CTE Dual Enrollment Opportunities				
CREDIT	Secondary to Technical Center (PSAV)	Secondary to College Credit Certificate or Degree <small>(Minimum # of clock or credit hours awarded)</small>		PSAV/PSV to AAS or AS/BS/BAS
		Secondary Courses/Certifications	College of Central Florida	
			Computing for College and Careers (8209020) Business Software Applications (8212120) Medical Office Technology 1 (8212201) CPS Cert or CAP 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) <u>CPS Cert or CAP</u> OST 2401 Office Administration 1 (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 Microsoft Word (3 credits) <u>Accredited Legal Secretary (ALS) (8212000 ONLY)</u> PLA 1103 Intro to Paralegal Field (3 credits)
Career and Technical Student Association				
Future Business Leaders of America (FBLA)				
Internship/Work Experience Recommendations				
Local therapy clinics, Doctors' offices, hospitals.				
Program of Study Graduation Requirements: http://www.fldoe.org/academics/graduation-requirements/index.stml				