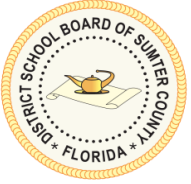


|  |  |  |   |  |   |  |   |   |
|--|--|--|---|--|---|--|---|---|
| <b>Career Cluster: Business, Management, &amp; Administration</b>                    |  |  |   | <b>CTE Program: Administrative Office Specialist -8212500</b>  |   |  |   |   |
| <b>Career Cluster Pathway: Administrative &amp; Information Support</b>              |  |  |   | <b>Industry Certification: CIW Social Media Strategist (PROSO031); Microsoft Office Master Specialist Certification (MICOR017)</b> |   |  |   |   |
|      | <b>16 CORE CURRICULUM CREDITS</b>  |  |   |  |   | <b>8 ADDITIONAL CREDITS</b>  |   |   |
|  | <b>ENGLISH</b><br>4 credits  | <b>MATH</b><br>4 credits                         | <b>SCIENCE</b><br>3 credits, 2 with lab   | <b>SOCIAL STUDIES</b><br>3 credits   | <b>OTHER REQUIRED COURSES</b><br>FINE ARTS (1 cr),<br>PHYSICAL ED(1 cr),<br>1 ONLINE COURSE | <b>CTE PATHWAY COURSES</b>   | <b>RECOMMENDED ELECTIVES</b><br>(ALIGNED WITH STATE COLLEGE & UNIVERSITY SYSTEM PROGRAMS) |   |
| <b>HIGH SCHOOL</b>   | <ul style="list-style-type: none"> <li>Students are encouraged to use <a href="http://mycareershines.org">mycareershines.org</a> to explore careers and postsecondary options.</li> <li>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.</li> <li>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</li> </ul> |  |   |  |   |  |   |   |
|  | <b>9<sup>th</sup></b>  | English I or higher                              | Algebra 1 or higher   | Physical Science or higher   | Elective or AP Human Geography  | Personal Fitness, Freshman Transition  | <b>Digital Information Technology (PA)</b>  | Elective appropriate to career and education plan   |
|  | <b>10<sup>th</sup></b>   | English II                                       | Geometry 1 or higher  | Biology or higher  | World History or higher   | Fine Arts or eligible Practical Arts course  | <b>Administrative Office Technology 1</b>   | Foreign Language or other elective appropriate to career and education plan                     |
|  | <b>11<sup>th</sup></b>   | English III, AP English, *ENC 1101 or ENC 1102   | Algebra II or *MAT1033 or *MAC1105  | Chemistry or higher  | US History or higher  |  | <b>Business Software Applications 1</b>   | Dual Enrollment Course*, AP Seminar, or other elective appropriate to career and education plan |
|  | <b>12<sup>th</sup></b>   | English IV, AP English, or *SPC 2608 or *ENC2300 | Math for College Readiness, Pre-Calculus, AP math, or *MAT1033 or *MAC1105  | AP science course or equivalent dual enrollment course*  | US Gov't. and Economics or higher   |  | Digital Design I (PA) or OJT  | Dual Enrollment Course*, AP Seminar, or other elective appropriate to career and education plan |
| <b>POST-SECONDARY</b>  | Based on the Career Cluster of interest and identified career and technical education program, the following postsecondary options are available.  |  |   |  |   |  |   |   |
|  | <b>TECHNICAL COLLEGE PROGRAM(S)</b>  |  | <b>STATE COLLEGE PROGRAM(S)</b>   |  |   | <b>UNIVERSITY PROGRAM(S)</b>   |   |   |
|  | <b>Lake Technical College</b><br>Certificates: Accounting Operations<br>Administrative Office Specialist, Digital Design<br><a href="http://www.laketechnology.org/programs">www.laketechnology.org/programs</a>   |  | <b>Lake Sumter State College</b><br><b>A.S. Degrees:</b> Business Administration; <b>A.A. Degree</b><br><b>A.S. to B.A.S.:</b> Organizational Management<br><b>Certificates:</b> Business Development and Entrepreneurship, Business Operations, Business Specialist<br><b>College of Central Florida</b><br><b>A.S. Degrees:</b> Office Administration<br><a href="http://www.lssc.edu/academics/degrees">www.lssc.edu/academics/degrees</a> |  |   | <b>University of Central Florida</b><br><b>B.S. Degrees:</b> Accounting, Economics, Finance, General Business Administration, Management, Marketing, Real Estate<br><a href="http://www.ucf.edu/academics">www.ucf.edu/academics</a> |   |   |
| <b>CAREER</b>  | <b>Sample Career Specialties (The Targeted Occupations List may be used to identify appropriate careers.)</b>  |  |   |  |   |  |   |   |
|  | Front Desk Specialist, Administrative Assistant, Loan Interviewer Clerk, Secretary, Human Resource Ass't.  |  | Auditor, Business Operations Specialist, Entrepreneur/Business Owner, Executive Secretary, Human Resources Manager  |  |   | Accountant, Auditor, Administrative Services Manager, Public Administration Official, Marketing Manager  |   |   |
| <b>CREDIT</b>  | <b>Articulation and CTE Dual Enrollment Opportunities</b>  |  |   |  |   |  |   |   |
|  | <b>150 hours: Information Technology Assistant</b><br><b>300 hours: Front Desk Specialist</b>  |  | <b>Lake Sumter State College :</b> 3 credits in numerous majors<br><b>College of Central Florida:</b> 3 credits for OST 1100 in Office Administration A.S.<br><b>Statewide Articulation:</b> 3 credits for MOS Bundle Certification toward Office Administration<br>For a current list of agreements, visit <a href="http://www.fldoe.org">www.fldoe.org</a> , keywords: gold standard statewide articulation agreements                      |  |   | A.A./A.S. to B.A./B.S. Degree  |   |   |
| <b>Career and Technical Student Association</b>                                      |  |  |   |  |   |  |   |   |
| <b>FBLA – Future Business Leaders of America</b>                                     |  |  |   |  |   |  |   |   |
| <b>Internship/Work Experience Recommendations</b>                                    |  |  |   |  |   |  |   |   |
| <b>Job shadowing, On-the-Job Training, and professional organization experiences</b> |  |  |   |  |   |  |   |   |

\*See the Articulation Coordinating Committee's Dual Enrollment Equivalency List and the Bright Futures Comprehensive Course Table.

