


Career Cluster: Business, Management, & Administration					CTE Program: Administrative Office Specialist -8212500		
Career Cluster Pathway: Administrative & Information Support					Industry Certification: CIW Social Media Strategist (PROSO031); Microsoft Office Master Specialist Certification (MICOR017)		
	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 cr), PHYSICAL ED(1 cr), 1 ONLINE COURSE	CTE PATHWAY COURSES	RECOMMENDED ELECTIVES (ALIGNED WITH STATE COLLEGE & UNIVERSITY SYSTEM PROGRAMS)
HIGH SCHOOL	<ul style="list-style-type: none">Students are encouraged to use mycareershines.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						
	9 th	English I or higher	Algebra 1 or higher	Physical Science or higher	Elective or AP Human Geography	Personal Fitness, Freshman Transition	Digital Information Technology (PA) Elective appropriate to career and education plan
	10 th	English II	Geometry 1 or higher	Biology or higher	World History or higher	Fine Arts or eligible Practical Arts course	Administrative Office Technology 1 Foreign Language or other elective appropriate to career and education plan
	11 th	English III, AP English, *ENC 1101 or ENC 1102	Algebra II or *MAT1033 or *MAC1105	Chemistry or higher	US History or higher		Business Software Applications 1 Dual Enrollment Course*, AP Seminar, or other elective appropriate to career and education plan
	12 th	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
POST-SECONDARY	Based on the Career Cluster of interest and identified career and technical education program, the following postsecondary options are available.						
	TECHNICAL COLLEGE PROGRAM(S)		STATE COLLEGE PROGRAM(S)			UNIVERSITY PROGRAM(S)	
	Lake Technical College Certificates: Accounting Operations Administrative Office Specialist, Digital Design www.laketech.org/programs		Lake Sumter State College A.S. Degrees: Business Administration; A.A. Degree A.S. to B.A.S.: Organizational Management Certificates: Business Development and Entrepreneurship, Business Operations, Business Specialist College of Central Florida A.S. Degrees: Office Administration www.lssc.edu/academics/degrees			University of Central Florida B.S. Degrees: Accounting, Economics, Finance, General Business Administration, Management, Marketing, Real Estate www.ucf.edu/academics	
CAREER	Sample Career Specialties (The Targeted Occupations List may be used to identify appropriate careers.)						
	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	
CREDIT	Articulation and CTE Dual Enrollment Opportunities						
	150 hours: Information Technology Assistant 300 hours: Front Desk Specialist		Lake Sumter State College : 3 credits in numerous majors College of Central Florida: 3 credits for OST 1100 in Office Administration A.S. Statewide Articulation: 3 credits for MOS Bundle Certification toward Office Administration For a current list of agreements, visit www.fldoe.org , keywords: gold standard statewide articulation agreements			A.A./A.S. to B.A./B.S. Degree	
Career and Technical Student Association							
FBLA – Future Business Leaders of America							
Internship/Work Experience Recommendations							
Job shadowing, On-the-Job Training, and professional organization experiences							

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

