


|  |  |   |                          |   |                                    |  |   |   |   |
|--|--|---|--------------------------|---|------------------------------------|--|---|---|---|
| <b>Career Cluster:</b> Business, Management & Administration                     |  | <b>CTE Program: VyStar Academy of Business &amp; Finance</b><br><b>Secondary: Pedro Menendez High School, St. Johns County School District:</b> Administrative Assistant (8212500)<br><b>Postsecondary: St. Johns River State College:</b> Business Administration (A.S.-1552020102), Medical Office Administration (A.S.-1552020404); Organizational Management (B.A.S.-1105202990); Office Management (CCC-0552020401); Medical Office Management (CCC-0551071605)<br><b>FL State College at Jacksonville:</b> Digital Media /Multimedia Technology (A.S-16110800103).; Graphic Design Production (CCC-0611080303); Digital Media/Multimedia Production (CCC-0609070210); Business Administration (B.S.); Paralegal Studies (A.S.); Legal Office Management (CCC-0552020404); Office Support (CCC-0552020403); Office Specialist (CCC-0552040704), Office Management (CCC-0552020401) |                          |   |                                    |  |   |   |   |
| <b>Career Cluster Pathway:</b> Administrative & Information Support Career Path  |  | <b>Industry Certification: Secondary:</b> Microsoft Office Bundle (MICRO069); Adobe Photoshop Creative Cloud (ADOBE022)<br><b>Postsecondary: St. Johns River State College:</b> NA<br><b>FL State College at Jacksonville:</b> NA   |                          |   |                                    |  |   |   |   |
|  |  | <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><b>FINE ARTS (1 credit)</b><br><b>PHYSICAL EDUCATION (1 credit)</b> | <b>CAREER AND TECHNICAL EDUCATION COURSES</b>   | <b>RECOMMENDED ELECTIVES</b><br>(ALIGNED WITH COMMUNITY COLLEGE & STATE 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 1                | Algebra I   | Physical Science                   | World Geography or AP Human Geography  | HOPE – Health Opportunities through Physical Education  | Digital Information Technology (Practical Arts Credit)- 8207310                                     | Elective  |
|  |  | <b>10<sup>th</sup></b>  | English 2                | Geometry  | Biology                            | World History Honors   | World Language 1  | Business Software Applications - 8212120  | Elective or Digital Design II - 8209520                   |
|  |  | <b>11<sup>th</sup></b>  | English 3                | Math  | Earth Science                      | American History   | World Language 2  | Digital Design I - 8209510  | Elective or SJRSC Dual Enrollment GEB1011/FIN1100,CGS1100 |
|  |  | <b>12<sup>th</sup></b>  | English 4                | Math  | Science or Economics               | American Government .5 + Economics .5 DE Macro/Micro Econ & DE US Fed Gov't                          | Elective or Economics   | Business & Entrepreneurial Principles 8215120 or Digital Design II - 8209520                        | Elective or SJRSC Dual Enrollment GEB1011/FIN1100,CGS1100 |
| <b>POSTSECONDARY</b>   |  | <b>Based on the Career Cluster of interest and identified career and technical education program, the following postsecondary options are available.</b>  |                          |   |                                    |  |   |   |   |
|  |  | <b>TECHNICAL CENTER PROGRAM(S)</b>  |                          | <b>COMMUNITY COLLEGE PROGRAM(S)</b>   |                                    |  | <b>UNIVERSITY PROGRAM(S)</b>  |   |   |
|  |  | <b>St. Johns River State College, St. Augustine:</b> Office Management-certificate, Medical Office Management-certificate<br><br><b>FL State College at Jacksonville:</b> Graphic Design Production – certificate; Digital Media/Multimedia Production-certificate, Paralegal Studies – certificate, Office Support-certificate; Office Specialist-certificate, Office Management-certificate   |                          | <b>St. Johns River State College, St. Augustine:</b> Business Administration-A.S., Medical Office Administration-A.S.<br><br><b>FL State College at Jacksonville:</b> Digital Media-A.S., Digital Media /Multimedia Technology-A.S.; Office Administration-A.S.; Paralegal Studies-A.S. |                                    |  | <b>University of North Florida, Jacksonville:</b> International Business, Management, Marketing, Business Administration, Entrepreneurship<br><br><b>Flagler College, St. Augustine:</b> Advertising, Business Administration, Graphic Design<br><br><b>St. Johns River State College:</b> Organizational Management-B.A.S.<br><br><b>FL State College at Jacksonville:</b> Business Administration-B.S., Digital Media-B.A.S |   |   |

| Sample Career Specialties – Careers from the Targeted Occupations List are in bold.   |  |   |   |
|---|--|---|---|
| <b>CAREER</b>   | Receptionists, Graphic Designer Assistant, Office Assistant  | <b>Executive Secretaries; Executive Administrative Assistant; Legal Secretary, First-line Supervisor of Office &amp; Administrative Support Workers, Graphic Designer</b>   | <b>Accountant, Auditor, General and Operations Manager, Sales Agent, Loan Officer, Administrative Service Manager, Financial Manager, Management Analyst, Sales, Entrepreneurship, Graphic Design, Marketing Research and Specialists</b> |
| <b>Articulation and CTE Dual Enrollment Opportunities</b>   |  |   |   |
| <b>CREDIT</b>   | <b>Secondary to Technical Center (PSAV)</b><br>(Minimum # of clock hours awarded)  | <b>Secondary to College Credit Certificate or Degree</b><br>(Minimum # of clock or credit hours awarded)  | <b>PSAV/PSV to AAS or AS/BS/BAS</b><br>(Statewide and other local agreements included here)   |
|   | <b>St. Johns River State College:</b> Microsoft Office Bundle industry certification = Microcomputer Applications Software in the Office Management Program or in any AA Program.<br>No CTE Dual Enrollment.<br><b>FL State College at Jacksonville:</b> Microsoft Office Bundle Industry Certification = CGS1100 in Micro Applications for Business and Economics or in any AA Program. | <b>St. Johns River State College</b> - Dual Enrollment courses offered – Introduction to Business-GEB 1011, Microcomputer Applications Software-CGS1100. Microsoft Office Specialist industry certification = CGS1100-Microcomputer Applications Software in the Office Management Program. <a href="http://www.sjstate.edu/workforce/careerpathways.html">http://www.sjstate.edu/workforce/careerpathways.html</a><br><b>FL State College at Jacksonville:</b> Microsoft Office Bundle = 3 credits in Business and Economics - CGS 1100 Micro Applications for Business and Economics, all provides 3 elective credits in an AA program; | <b>St. Johns River State College</b> - Dual Enrollment courses offered – Introduction to Business-GEB 1011, Microcomputer Applications Software-CGS1100.  |
| <b>Career and Technical Student Association</b>   |  |   |   |
| Future Business Leaders of America (FBLA)   |  |   |   |
| <b>Internship/Work Experience Recommendations</b>   |  |   |   |
| Career Academy students may apply for summer internships after their junior year. Sample internships: Office receptionist or Clerk.                                   |  |   |   |
| Program of Study Graduation Requirements: <a href="http://www.fldoe.org/academics/graduation-requirements">http://www.fldoe.org/academics/graduation-requirements</a> |  |   |   |