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| Career Cluster: Business Management & Administration | | | | | CTE Program: Administrative Office Specialist 8212500 | | | |
| Career Cluster Pathway: Administrative & Information Support 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 begin planning for careers and postsecondary options by exploring resources at mycareershines.org.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 1 or higher | Algebra 1 or higher | Earth Space Science or Agriscience Foundations | Elective | Physical Education (1credit)) (Not required for ACCEL Program) | Digital Information Technology | AVID, Band or Leadership |
| | 10 th | English 2 or higher | Geometry or higher | Biology | World History | Practical Arts or Fine Arts course (1 credit) | Administrative Office Tech 1 | Spanish I |
| | 11 th | English 3 or higher | Algebra II or higher | Chemistry | American History | Dual Enrollment | Business Software Applications 1 | Spanish II |
| | 12 th | English 4 or higher | Pre-Calculus or Higher | Elective/ AP Environmental Science | American Gov't & Economics | Elective or Dual Enrollment | Administrative Office Tech 2 | Leadership Skills & Development |
| 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) | | |
| | Marion Technical College: <i>Administrative Office Specialist (PSAV)</i> | | College of Central Florida: <i>Business Administration (AS)</i> <i>Office Administration-Office Management (AS)</i> <i>Office Administration-Medical Office Administration (AS)</i> <i>Office Administration-Legal Office Specialization (AS)</i> | | | 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 | | |
| CAREER | Sample Career Specialties (The Targeted Occupations List may be used to identify appropriate careers.) | | | | | | | |
| | Information Technology Assistant, Front Desk Specialist, Assistant Digital Assistant | | Business Administrator, Office Manager, Administrative Services Manager (TOL) | | | Sales Manager, Business Teacher, Business Manager, Office Manager | | |
| CREDIT | Articulation and CTE Dual Enrollment Opportunities | | | | | | | |
| | Secondary to Technical Center (PSAV) (Minimum # of clock hours awarded) | | Secondary to College Credit Certificate or Degree (Minimum # of clock or credit hours awarded) See next page for details on credit opportunities available | | | PSAV/PSV to AAS or AS/BS/BAS (Statewide and other local agreements may be included here) | | |

Secondary Courses/ Certifications:
 Digital Information Technology
 Administrative Office Technology 1
 Business Software Applications 1
 Administrative Office Technology 2
 Microsoft Office Specialist: Word
 Microsoft Office Expert: Word
 Microsoft Office Expert: Excel
 Microsoft Office Specialist: Excel
 Microsoft Office Specialist: PowerPoint
 Microsoft Office Specialist: Access

College of Central Florida:
 For completion of 3 courses in the secondary program, a student can earn credits toward the following AS degrees:
Office Administration – Legal Office Specialist, A.S.
 OST1100 Introduction to Word
 (3 credits) Method of Competency:
Articulation Exam or Microsoft Word Certification
 OST2717 Advanced Word
 (3 credits) Method of Competency:
Microsoft Expert Word Industry Certification
 CGS1100 Microcomputer Applications
 (3 credits) Method of Competency:
Microsoft Word, PowerPoint, Access, and Excel Certifications
 CGS2103 Spreadsheet Applications
 (3 credits) Method of Competency:
Microsoft Expert Excel Certification
 CGS 2540 Database Management
 (3 credits) Method of Competency:
Microsoft Office Master Certification
Office Administration- Medical Office Specialist, A.S.
 OST1100 Introduction to Word
 (3 credits) Method of Competency:
Articulation Exam or Microsoft Word Certification
 OST2717 Advanced Word
 (3 credits) Method of Competency:
Microsoft Expert Word Industry Certification
 CGS1100 Microcomputer Applications
 (3 credits) Method of Competency:
Microsoft Word, PowerPoint, Access, and Excel Certifications
 CGS 2540 Database Management
 (3 credits) Method of Competency:
Microsoft Office Master Certification
Office Administration – Office Management, A.S.
 OST1100 Introduction to Word
 (3 credits) Method of Competency:
Articulation Exam or Microsoft Word Certification
 OST2717 Advanced Word
 (3 credits) Method of Competency:
Microsoft Expert Word Industry Certification
 CGS1100 Microcomputer Applications
 (3 credits) Method of Competency:
Microsoft Word, PowerPoint, Access, and Excel Certifications
 CGS2103 Spreadsheet Applications
 (3 credits) Method of Competency:
Microsoft Expert Excel Certification
 CGS 2540 Database Management
 (3 credits) Method of Competency:
Microsoft Office Master Certification
Business Administration, A.S.
 CGS1100 Microcomputer Applications
 (3 credits) Method of Competency:
Microsoft Word, PowerPoint, Access, and Excel Certifications
 CGS2103 Spreadsheet Applications
 (3 credits) Method of Competency:
Microsoft Expert Excel Certification

From MTC's Certificate program in Administrative Assistant, students can articulate 18 credits to College of Central Florida's Office Administration AS degree program.

From College of Central Florida's Office Administration or Business Administration AS degree programs students can articulate 9 credits to College of Central Florida's Business and Organizational Management BAS degree program.

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| Career and Technical Student Association |
| FBLA |
| Internship/Work Experience Recommendations |
| Local medical offices, financial institutions, legal and sale |
| Program of Study Graduation Requirements: http://www.fldoe.org/academics/graduation-requirements |