




Career Cluster: Business, Management & Administration					CTE Program: 8212300 Medical Administrative Specialist Postsecondary Program: B070300 Medical Administrative Specialist			
Career Cluster Pathway: Administrative & Information Support					Industry Certification(s): Certified Medical Administrative Assistant Postsecondary Industry Certification(s): Certified Healthcare Documentation Specialist			
	17 1/2 REQUIRED CORE CREDITS						8 1/2 ADDITIONAL CREDITS	
	ENGLISH	MATH	SCIENCE	SOCIAL STUDIES	Additional Required Credits		8.5 Electives, Including CTE sequential Program of Study and recommended electives * Signifies CTE course meets Performing Arts graduation credit requirement	
	4 credits	4 credits	3 or 4 credits, 2 w/ lab	3 or 4 credits	HOPE, Performing Arts, and CRDM			
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 26 credit program must be an online course. Cumulative GPA of 2.0 on a 4.0 scale for 26 credit program. 							
	9	English Honors 1	Geometry Honors	Biology 1 Honors or Integrated Science 1	World History Honors	Career Research & Decision Making (.5cdt)/Elective (Law Studies .5cdt)	Digital Information Technology	Elective (Foreign Language)
	10	English Honors 2	Algebra 2 Honors	Chemistry 1 Honors or Integrated Science 2	American History Honors	HOPE	Medical Office Tech 1	Elective (Foreign Language)
	11	AP English Language & Comp or English Honors 3	PreCalc or Advance Math Topics	Physics 1 Honors or Integrated Science 3	AP American Gov/ Psychology 1	Performing Fine Arts (Speech or DE Speech SPC 2608/ DE Humanities HUM)	Medical Office Tech 2	Elective (Ethics/Law Studies or (DE Ethics at Work /DE Business Law 1)
	12	AP English Lit & Comp or DE English Comp 1	AP Calculus, AP Statistics or DE College Algebra or DE Statistics	AP Environmental Science, DE Science, Science Research, or Integrated Science 4 Honors	AP Microeconomics/ AP Macroeconomics or DE Microeconomics ECO2023/DE Macroeconomics ECO2013	Elective (DE Business Math MTB 1103/DE Business Communications OST 2335)	DE Adv Med Termonology ; DE Career Planning ; DE Customer Service ; DE Medical Coding	Elective (Internship)
POSTSECONDARY	Secondary career and technical education programs may lead to industry recognized certificates, occupational opportunities or postsecondary education options. Based on the Career Cluster of interest and identified CTE program, the following postsecondary options are available. The official college or university catalog must be used to determine course requirements in the major.							
	Local State College Programs: Eastern Florida State College						UNIVERSITY PROGRAM(S)	
	*Denotes certificates or degrees that may be available at other colleges but not at EFSC.						University of Central Florida	
	Medical Information Coder/Biller, CCC			Business Administration AS			Business Administration BSBA	
	Associate in Arts (AA) degrees are offered at all Florida Community Colleges and allow students to move on to complete a four-year degree.						Management BSBA	
						Accounting BSBA		
						Finance BSBA		
CAREER	Sample Career Specialties							
	Computer User Support Specialist Receptionist and Information Clerks Medical Secretaries						Hospital Administrator	
CREDIT	Articulation and CTE Dual Enrollment Opportunities							
	Secondary to Technical Center (PSAV) (Minimum # of clock hours awarded per institution)			Secondary to College Credit Certificate or Degree (Minimum # of clock or credit hours awarded)			Industry Certification to PSAV, AAS or AS (Statewide and other local agreements may be included here)	
				Articulated credit to which courses and number of credits				
			http://www.easternflorida.edu/admissions/registrars-office/credit-evaluation/leap/agreements-chart.cfm					
Career and Technical Student Association:								
Future Business Leaders of America (FBLA)								
Internship/Work Experience Recommendations:								
Business Cooperative Education - OJT (8200410)								
Student Progression Plan, on Brevard Public Schools web site, containing graduation requirements:								
http://elementarypgms.sp.brevardschools.org/Home/Documents/Student%20Progression%20Plan.pdf								

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	12	AP English Lit & Comp or English Honors 4	Advanced Math Topics, PreCalc, or AP Statistics	AP Environmental Science or Integrated Science 4 Honors	World Cultural Geography	Elective (DE Business Math MTB 1103/DE Business Communications OST 2335)	Adv Med Termonology HSC 1532; Career Planning OST 1055; Customer Service OST 1384; Micro Comp Apps CGS 2100	Elective (Internship)
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8.5 Electives, Including CTE sequential Program of Study and recommended electives
* Signifies CTE course meets Performing Arts graduation credit requirement

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HIGH SCHOOL	9	English 1	Applied Math 1	Biology 1 or Integrated Science1	World History	Career Research & Decision Making (.5cdt)/Elective (Law Studies .5cdt)	Digital Information Technology	Elective (Intensive Reading)
	10	English 2	Applied Math 2	Chemistry 1 or Integrated Science 2	American History	HOPE	Medical Office Tech 1	Elective (Intensive Reading)
	11	English 3	Informal Geometry or Geometry 1	Physics 1 or Integrated Science 3	American Government/ Economics	Performing Fine Arts (Speech)	Medical Office Tech 2	Elective (Intensive Reading)
	12	English 4	Algebra 2	Integrated Science 4	World Cultural Geography	Elective (Internship)	Elective (Internship)	Elective (Intensive Reading)

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CAREER	Sample Career Specialties	
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