




Career Cluster: <b>Business Management &amp; Administration</b>					CTE Program: 8212500 Administrative Office Specialist Postsecondary Program: 1552020401 Office Administration AS			
					<b>Secondary Industry Certification(s):</b> 1. Microsoft Office Bundle (May substitute for math or science credit except Algebra 1, Geometry, and Biology) <b>Postsecondary Industry Certification(s):</b> 1. Project Management Professional			
	<b>17 1/2 REQUIRED CORE CREDITS</b>					<b>8 1/2 ADDITIONAL CREDITS</b>		
	<b>ENGLISH</b>	<b>MATH</b>	<b>SCIENCE</b>	<b>SOCIAL STUDIES</b>	<b>Additional Required Credits</b>		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			
<b>HIGH SCHOOL</b>	• Students are encouraged to use fchoices.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 26 credit program must be an online course. Cumulative GPA of 2.0 on a 4.0 scale for 26 credit program. Students are encouraged to use fchoices.org to explore careers and postsecondary options.							
	9	English Honors 1	Geometry 1 Honors	Biology 1 Honors or Integrated Science 1 Honors	World History Honors	Career Research & Decision Making (.5cdt)/Elective (Critical Thinking Skills .5cdt)	*Digital Information Technology	Elective (Foreign Language)
	10	English Honors 2	Algebra 2 Honors	Chemistry 1 Honors or Integrated Science 2 Honors	American History Honors	HOPE	Business Software Applications 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 Honors	AP American Gov/ Psychology 1	Performing Fine Arts (Speech or DE Speech SPC 2608/ DE Art History ARH 2057)	Business Software Applications 2	Elective (Ethics/Law Studies or (DE Ethics at Work OST 1582/DE Business Law 1 BUL2241)
	12	AP English Lit & Comp or DE English Comp 1 ENC1101/DE English Comp 2 ENC 1102	AP Calculus, AP Statistics or DE College Algebra MAC 1105/ DE Statistics STA 2023	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)	Digital Design 1 or Customer Service OST1384; Career Planning OST 1055; Customer Service OST 1384	Business Cooperative Education OJT
<b>POSTSECONDARY</b>	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.							
	<a href="http://www.easternflorida.edu/academics/career-technical-programs/">http://www.easternflorida.edu/academics/career-technical-programs/</a>							
	Local State College: Eastern Florida State College <span style="color: green;">*Denotes certificates or degrees that may be available at other colleges but not at EFSC.</span>							
	Information Technology Assistant *PSAV				Business Administration AS		University of Central Florida	
	Front Desk Specialist *PSAV				Office Administration AS		Accounting BSBA	
	Assistant Digital Production Designer *PSAV						Finance BSBA	
Administrative Assistant *PSAV						Integrated Business 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		
<b>CAREER</b>	<b>Sample Career Specialties</b>							
	Computer User Support Specialists Supervisor of Office and Administrative Support Desktop Publishers Executive Secretaries and Executive Admin Assists			Office Managers Project Managers			Accountants Financial Planners Management Entrepreneur	
<b>CREDIT</b>	<b>Articulation and CTE Dual Enrollment Opportunities</b>							
	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) Articulated credit to which courses and number of credits			Industry Certification to PSAV, AAS or AS (Statewide and other local agreements may be included here)	
				<a href="https://www.easternflorida.edu/admissions/registrars-office/credit-evaluation/leap/documents/hs/business-technology-education-mou-2019.pdf">https://www.easternflorida.edu/admissions/registrars-office/credit-evaluation/leap/documents/hs/business-technology-education-mou-2019.pdf</a>			Eastern Florida State College: Florida Gold Standard Statewide Articulation Agreement for MICRO069 shall articulate 3 credit hours for the AAS/AS in Office Administration.	
<b>Internship/Work Experience Recommendations:</b>								
Business Cooperative Education OJT								
<b>Student Progression Plan, on Brevard Public Schools web site, containing graduation requirements:</b>								

Career Cluster: <b>Business Management &amp; Administration</b>					<b>CTE Program:</b> 8212500 Administrative Office Specialist <b>Postsecondary Program:</b> 1552020401 Office Administration AS			
					<b>Secondary Industry Certification(s):</b> 1. Microsoft Office Bundle (May substitute for math or science credit except Algebra 1, Geometry, and Biology) <b>Postsecondary Industry Certification(s):</b> 1. Project Management Professional			
	<b>17 1/2 REQUIRED CORE CREDITS</b>						<b>8 1/2 ADDITIONAL CREDITS</b>	
	<b>ENGLISH</b>	<b>MATH</b>	<b>SCIENCE</b>	<b>SOCIAL STUDIES</b>	<b>Additional</b>		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	<b>Required Credits</b>			
					HOPE, Performing Arts, and CRDM			
<b>HIGH SCHOOL</b>	• Students are encouraged to use fchoices.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 26 credit program must be an online course. Cumulative GPA of 2.0 on a 4.0 scale for 26 credit program Students are encouraged to use fchoices.org to explore careers and postsecondary options.							
	9	English Honors 1	Algebra 1	Biology 1 Honors or Integrated Science 1 Honors	World History Honors	Career Research & Decision Making (.5cdt)/Elective (Critical Thinking Skills .5cdt)	*Digital Information Technology	Elective (Foreign Language)
	10	English Honors 2	Geometry	Chemistry 1 Honors or Integrated Science 2 Honors	American History Honors	HOPE	Business Software Applications 1	Elective (Foreign Language)
	11	AP English Language & Comp or English Honors 3	Algebra 2	Physics 1 Honors or Integrated Science 3 Honors	American Government Honors/ Economics Honors	Performing Fine Arts (Speech)	Business Software Applications 2	Elective (Ethics/Law Studies or DE Ethics at Work OST 1582/DE Business Law 1 BUL2241)
	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 MTB 1103 Bus Math / DE OST 2335 Bus Communications)	Digital Design 1	Business Cooperative Education OJT
<b>POSTSECONDARY</b>	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.							
	<a href="http://www.easternflorida.edu/academics/career-technical-programs/">http://www.easternflorida.edu/academics/career-technical-programs/</a>						<b>UNIVERSITY PROGRAM(S)</b>	
	Local State College: Eastern Florida State College			*Denotes certificates or degrees that may be available at other colleges but not at EFSC.			Bachelors Degree (four-year)	
	Information Technology Assistant *PSAV			Business Administration AS			University of Central Florida	
	Front Desk Specialist *PSAV						Accounting BSBA	
	Assistant Digital Production Designer *PSAV						Finance BSBA	
Administrative Assistant *PSAV						Integrated Business 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		
<b>CAREER</b>	<b>Sample Career Specialties</b>							
	Computer User Support Specialists Supervisor of Office and Administrative Support Desktop Publishers Executive Secretaries and Executive Admin Assists			Office Managers Project Managers			Accountants Financial Planners Management Entrepreneur	
<b>CREDIT</b>	<b>Articulation and CTE Dual Enrollment Opportunities</b>							
	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) Articulated credit to which courses and number of credits			Industry Certification to PSAV, AAS or AS (Statewide and other local agreements may be included here)	
				<a href="https://www.easternflorida.edu/admissions/registrars-office/credit-evaluation/leap/documents/hs/business-technology-education-mou-2019.pdf">https://www.easternflorida.edu/admissions/registrars-office/credit-evaluation/leap/documents/hs/business-technology-education-mou-2019.pdf</a>			Eastern Florida State College: Florida Gold Standard Statewide Articulation Agreement for MICRO069 shall articulate 3 credit hours for the AAS/AS in Office Administration.	
<b>Internship/Work Experience Recommendations:</b> Business Cooperative Education OJT								
<b>Student Progression Plan, on Brevard Public Schools web site, containing graduation requirements:</b>								

Career Cluster: <b>Business Management &amp; Administration</b>					<b>CTE Program:</b> 8212500 Administrative Office Specialist <b>Postsecondary Program:</b> 1552020401 Office Administration AS			
					<b>Secondary Industry Certification(s):</b> 1. Microsoft Office Bundle (May substitute for math or science credit except Algebra 1, Geometry, and Biology) <b>Postsecondary Industry Certification(s):</b> 1. Project Management Professional			
	<b>17 1/2 REQUIRED CORE CREDITS</b>						<b>8 1/2 ADDITIONAL CREDITS</b>	
	<b>ENGLISH</b>	<b>MATH</b>	<b>SCIENCE</b>	<b>SOCIAL STUDIES</b>	<b>Additional</b>		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	<b>Required Credits</b>			
					HOPE, Performing Arts, and CRDM			
<ul style="list-style-type: none"> <li>• Students are encouraged to use fchoices.org 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 26 credit program must be an online course. Cumulative GPA of 2.0 on a 4.0 scale for 26 credit program Students are encouraged to use fchoices.org to explore careers and postsecondary options.</li> </ul>								
<b>HIGH SCHOOL</b>	9	English 1	Algebra 2	Biology 1 or Integrated Science 1	World History	Career Research & Decision Making (.5cdt)/Elective (Law Studies .5cdt)	*Digital Information Technology	Elective (Intensive Reading)
	10	English 2	Liberal Arts Math 1	Chemistry 1 or Integrated Science 2	American History	HOPE	Business Software Applications 1	Elective (Intensive Reading)
	11	English 3	Geometry	Physics 1 or Integrated Science 3	American Government/ Economics	Performing Fine Arts (Speech)	Business Software Applications 2	Elective (Intensive Reading)
	12	English 4	Liberal Arts Math 2	Integrated Science 4	World Cultural Geography	Business Cooperative Education OJT	Digital Design 1	Elective (Intensive Reading)
<b>POSTSECONDARY</b>	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.							
	<a href="http://www.easternflorida.edu/academics/career-technical-programs/">http://www.easternflorida.edu/academics/career-technical-programs/</a>						<b>UNIVERSITY PROGRAM(S)</b>	
	Local State College: Eastern Florida State College		*Denotes certificates or degrees that may be available at other colleges but not at EFSC.				<b>Bachelors Degree (four-year)</b>	
	Information Technology Assistant *PSAV		Business Administration AS				<b>University of Central Florida</b>	
	Front Desk Specialist *PSAV		Office Administration AS				Accounting BSBA	
Assistant Digital Production Designer *PSAV						Finance BSBA		
Administrative Assistant *PSAV						Integrated Business 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		
<b>CAREER</b>	<b>Sample Career Specialties</b>							
	Computer User Support Specialists Supervisor of Office and Administrative Support Desktop Publishers Executive Secretaries and Executive Admin Assists			Office Managers Project Managers			Accountants Financial Planners Management Entrepreneur	
<b>CREDIT</b>	<b>Articulation and CTE Dual Enrollment Opportunities</b>							
	<b>Secondary to Technical Center (PSAV)</b> (Minimum # of clock hours awarded per institution)			<b>Secondary to College Credit Certificate or Degree</b> (Minimum # of clock or credit hours awarded) Articulated credit to which courses and number of credits			<b>Industry Certification to PSAV, AAS or AS</b> (Statewide and other local agreements may be included here)	
				<a href="https://www.easternflorida.edu/admissions/registrars-office/credit-evaluation/leap/documents/hs/business-technology-education-mou-2019.pdf">https://www.easternflorida.edu/admissions/registrars-office/credit-evaluation/leap/documents/hs/business-technology-education-mou-2019.pdf</a>			<b>Eastern Florida State College:</b> Florida Gold Standard Statewide Articulation Agreement for MICRO069 shall articulate 3 credit hours for the AAS/AS in Office Administration.	
<b>Internship/Work Experience Recommendations:</b> Business Cooperative Education OJT								
<b>Student Progression Plan, on Brevard Public Schools web site, containing graduation requirements:</b>								

