


Career Cluster: Business, Management & Administration

CTE Program: Administrative Office Specialist

Career Cluster Pathway: Administrative & Information Support

Eligible Recipient: Pinellas County Schools Students

		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	CAREER AND TECHNICAL EDUCATION COURSES	RECOMMENDED ELECTIVES (ALIGNED WITH COMMUNITY COLLEGE & STATE UNIVERSITY SYSTEM PROGRAMS)
						FINE ARTS (1 cdt)		
						PHYSICAL EDUCATION (1 cdt)		
HIGH SCHOOL	Career Cluster of interest indentified by students enrolled in required middle school career education course that includes interest assessment and career exploration through CHOICES and ePersonal Education Planner through FACTS.org.							
	9	English 1 or H	Algebra 1 or H, Geometry or H	Earth/Space Science or Biology 1 or H	American Government or H	Elective	Computing/College and Careers or Introduction to Information Tech. (IIT satisfies Fine Arts credit requirement)	Foreign Language
	10	English 2 or H	Geometry or H, Algebra 2 or H	Biology 1 or H; or Chemistry, H or AP	World History, H or AP	H.O.P.E	Admin. Office Tech. 1 or Bus. Software App. 1	Foreign Language
	11	English 3 or H	3rd Math Credit	3rd Science Credit	American History, H or AP	Elective	Bus. Software App. 1 or Bus. Software App. 2 or Admin. Office Tech. 2	Admin. Office Tech. 3
	12	English 4, H, or AP	4th Math Credit	Elective	Economics or H	Elective	Digital Design 1	Elective
	Dual enrollment courses may be used to satisfy high school graduation or Bright Futures Gold Seal Vocational Scholars course requirements - see the Articulation Coordinating Committee's Dual Enrollment Equivalency List and the Bright Futures Comprehensive Course Table.							
	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 career and technical education program, the following postsecondary options are available.							
POSTSECONDARY	TECHNICAL CENTER PROGRAM(S) Administrative Assistant			COMMUNITY COLLEGE PROGRAM(S) Business Administration Certificate		UNIVERSITY PROGRAM(S)		

CAREER	Sample Career Specialties (The Targeted Occupations List may be used to identify appropriate careers.)		
	TECHNICAL CENTER Secretaries and Administrative Assistants	COMMUNITY COLLEGE	UNIVERSITY
CREDIT	Articulation and CTE Dual Enrollment Opportunities		
	Secondary to Technical Center (PSAV) <small>(Minimum # of clock hours awarded)</small> Administrative Assistant	Secondary to College Credit Certificate or Degree <small>(Minimum # of clock or credit hours awarded)</small> Computing for College and Careers	PSAV/PSV to AAS or AS/BS/BAS <small>(Statewide and other local agreements may be included here)</small>
*Possible Industry Certifications (Students):			
Secondary:	Microsoft Office Specialist Bundle (3 of 5) Adobe Certified Associate (Photoshop) Microsoft Office Master		
Postsecondary:			