


CTE Program: **Legal Administrative Specialist**

Career Cluster: **Business Management & Administration**

 Career Technical Education	Standard Diploma Requirements 14 Core Curriculum Credits			
	Grade 9	Grade 10	Grade 11	Grade 12
<b>English</b>	<b>4 Credits in English</b>	<i>AP - Advanced Placement, DE - Dual Enrollment, EGP - English General Paper</i>		
Advanced Scholar	English 2 Honors	AP Lang	AP Lit	AP Elective or DE
Scholar	English 2 Honors	English 3 Honors	AICE EGP, DE, or AP Lang	AICE EGP, DE, or AP Lit
Merit	English 1 (R or H)	English 2 (R or H)	AICE EGP	DE or Eng 4 (R or H)
<b>Mathematics</b>	<b>4 Credits in Mathematics</b>	<i>MCL - Math for College Liberal Arts, MDFL - Math for Data &amp; Fin Lit</i>		
Advanced Scholar	Algebra 2 Honors	AP Math, DE (College Algebra), or Math for College Algebra (MCA)		
Scholar	Geometry Honors	Algebra 2 Honors	AP Math, MCL, MDFL, MCA, Prob/Stats (R or H)	
Merit	Algebra 1 or Algebra 1A	Algebra 1 or Geometry	ALG 2, MCL, MDFL, MCA, Prob/Stats (R or H)	
<b>Science</b>	<b>3 Credits in Science</b>	<i>AP - Advanced Placement, DE - Dual Enrollment, EQ - Equally Rigorous Science</i>		
Advanced Scholar	Biology 1 Honors	Chemistry 1 Honors	AP Science, DE, or AICE Science Courses	
Scholar	Biology 1 Honors	Chemistry 1 (R or H)	AP Science, DE, AICE, or other EQ Science Course	
Merit	Environmental or Earth Space Science	Biology 1 Honors	Other EQ HS Science Courses or CTE Courses that Substitute for EQ Science Course	
<b>Social Studies</b>	<b>3 Credits in Social Studies</b>	<i>2023 Freshmen must complete a Personal Finance* course for graduation</i>		
Advanced Scholar	Personal Finance & Money Management	AP World History or AP European History	AP US History	AP Gov't & AP Econ
Scholar/Merit	AP Human Geo, or Personal Finance & Money Management	World History (AP or H), or Personal Finance & Money Management	US History (H)	US Gov't & Econ. (H)
<b>Required Courses: Algebra 1 or Geometry, Biology, World History, US History, Personal Finance, US Gov't, &amp; Economics</b>				
<b>7.5 Elective Credits</b>				
<b>Career &amp; Technical Education Course:</b>	Digital Information Technology	Legal Aspects of Business	Legal Studies 1	Legal Studies 2
<b>Recommended:</b>	Foreign Language	Foreign Language	Elective	Elective
<b>2.5 Other Required Courses</b>				
<i>1 Credit: Physical Education (H.O.P.E.)</i>				
<i>1 Credit: Fine &amp; Performing Arts, Speech &amp; Debate, any CTE course, or Practical Arts</i>				
<i>.5 Credit: Personal Finance Requirement - *CTE offers Personal Financial Literacy</i>				
<b>**This document is intended for course planning. Course offerings may vary by school. Please contact your school's guidance department, program director, or assistant principal for site specific information.</b>				
Dual enrollment courses may be used to satisfy high school graduation or Bright Futures Gold Seal Vocational and CAPE Scholars Award requirements.				

Related Post-Secondary Opportunities

Post-Secondary Opportunities	Career Certificate Programs	College Credit Certificate	Degree Programs
	<i>Technical College - Clock Hour</i>	<60 College Credits	Associate of Science (AS)
	Legal Administrative Specialist	Office Management	Office Administration
		Office Specialist	
	Office Support		

