


Career Cluster: Business Management & Administration					CTE Program: Business Management & Analysis (8301100) at CTC			
Career Cluster Pathway: Business					Industry Certification: MICRO069 Microsoft Bundle (3 of 5), INTUT001 QuickBooks, ADOBE022 Adobe Certified Associate Photoshop			
	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 Courses are taken at CTC in block period. This program only offered at Charlotte Technical College (Students complete 1 cr. per semester)	RECOMMENDED ELECTIVES (ALIGNED WITH COMMUNITY COLLEGE & STATE UNIVERSITY SYSTEM PROGRAMS)	
HIGH SCHOOL	<ul style="list-style-type: none"> <li>Students are encouraged to begin planning for careers and postsecondary options by exploring resources at <a href="http://mycareershines.org">mycareershines.org</a>.</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 24 credit program must be an online course. Cumulative GPA of 2.0 on a 4.0 scale for 24 credit program</li> </ul>							
	9 <sup>th</sup>	<i>English 1 or Honors (1)</i>	<i>Algebra I or Geometry Honors (1)</i>	<i>Earth/Space Science or Biology Honors (1)</i>	<i>Elective</i>	HOPE (1credit) (Not required for ACCEL Program) or Elective	Elective	Foreign Language for SUS admission or other elective appropriate for student's career and education plan.
	10 <sup>th</sup>	<i>English 2 or Honors (1)</i>	<i>Geometry or Honors or Algebra 2 (1)</i>	<i>Biology or Chemistry Honors (1)</i>	<i>World History or Honors or AP (1)</i>	Digital Learning Elective	Digital Information Technology (1) Business and Entrepreneurial Principles (1)	Foreign Language for SUS admission or other elective appropriate for student's career and education plan.
	11 <sup>th</sup>	<i>English 3 or Honors, DE or AP (1)</i>	<i>Algebra 2, Pre-Calculus, DE Math or AP or AICE Math (1)</i>	<i>Chemistry, Physics, Environmental or Marine or DE or AP (1)</i>	<i>American History or Honors DE or AP (1)</i>	Practical Arts or Fine Arts course (1 credit)	Accounting Applications 1 Management and Human Resources (1)	Other elective course appropriate for student's career and education plan.
	12 <sup>th</sup>	<i>English 4 for College Readiness, DE or AP (1)</i>	<i>Adv. Algebra, Math for College Readiness or DE or AP Math (1)</i>	<i>Physics or DE or AP OR Elective (1)</i>	<i>American Govt./Economics or Honors of AP (1)</i>	Elective	Business Analysis (1) Legal Aspects of Business (1)	Other elective course appropriate for student's career and education plan.

<b>POSTSECONDARY</b>	Based on the Career Cluster of interest and identified career and technical education program, the following postsecondary options are available.		
	<b>TECHNICAL CENTER PROGRAM(S)</b>	<b>COMMUNITY COLLEGE PROGRAM(S)</b>	<b>UNIVERSITY PROGRAM(S)</b>
	Administrative Office Specialist, B070330 (1050 hrs.) Vocational Certificate	Business Administration and Management – (60 cr.), AS – FSW State College Small Business Mgmt.- (24 cr.), CCC – FSW State College Business Administration-(60 cr.), AA- Keiser University Business Certificate-(37 cr.), CCC – Rasmussen College Business Administration and Management – (66 cr.), AS articulated to BS – State College of Florida	Business Supervision & Mgmt.- (120 cr.) – FSW General Business – (120 cr.), B.S.B.A. – UCF Business Management – (181 cr.), BS – Rasmussen College Management – (120 cr.), BS – Gulf Coast University
<b>CAREER</b>	Sample Career Specialties (The Targeted Occupations List may be used to identify appropriate careers.)		
	(DOL) Executive Secretary Information Technology Assistant Front Desk Specialist Administrative Office Assistant Customer Service Representative Receptionist (DOL) Legal Secretary (DOL) Medical Secretary (DOL) Paralegals and Legal Assistants	DOL) Administrative Services Managers (HSHW) Bookkeeping, Accounting and Auditing Clerks First Line Supervisor of Administrative and Office Support Workers – HSHW Medical Records and Health Information Technicians Business Operations Specialists, All Other ( HSHW)	(DOL) Financial Managers (HSHW) Human Resources Specialist (HSHW) Management Analysts (HSHW) Medical and Health Services Managers (HSHW) Personal Financial Advisors (HSHW)
<b>CREDIT</b>	Articulation and CTE Dual Enrollment Opportunities		
	<b>Secondary to Technical Center (PSAV)</b> (Minimum # of clock hours awarded)	<b>Secondary to College Credit Certificate or Degree</b> (Minimum # of clock or credit hours awarded)	<b>PSAV/PSV to AAS or AS/BS/BAS</b> (Statewide and other local agreements may be included here)

	<p style="text-align: center;"><b><u>CTC</u></b></p> <p style="text-align: center;"><b>Secondary Digital Information Technology 8207310 TO OCP A of <u>PSAV B070330 Administrative Office Specialist</u></b></p> <p>OCP A - Information Technology Assistant – OTA0040 OCP B - Front Desk Specialist – OTA0041 OCP C - Assistant Digital Production Designer – OTA0030 OCP D - Administrative Office Specialist – OTA0043</p>	<p style="text-align: center;"><b><u>Gold Standard Statewide</u></b></p> <p>MICRO069 certification – Microsoft Office Specialist (MOS) Bundle (3 of 5) = 3 cr. toward Office Administration AS MICRO017 certification – Microsoft Office Specialist Master = 3 cr. toward Office Administration AS</p> <p style="text-align: center;"><b><u>PSAV to Statewide AS</u></b></p> <p>Completion of PSAV 1050 hr. programs in (1) Office Admin. Specialist, (2) Legal Admin. Specialist or (3) Medical Admin. Specialist = 18 credits toward AS in Office Administration (64 cr.)</p> <p><u>FL Southwestern State College</u>: PSAV Program (up to 6 cr.) toward AS in Business Administration and Management or Paralegal Studies or Accounting (64 cr)</p>	<p>Regionally Accredited AS Degree Program (60 cr.) to BS Applied Science (60 cr.) = (120 cr.)</p> <p>AS in Business Administration (64 cr.) to BS in General Business or Business Management &amp; Administration (132 cr.) – State Universities</p> <p>AS in Business Administration to BS in Business Supervision &amp; Management (121 cr.) - FSW</p>
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**Career and Technical Student Association**

**Skills USA**

**Internship/Work Experience Recommendations**

**Shadow, internship, volunteer or work in local businesses within the community, Cooperative OJT**

**Reviewed May 1, 2016 and updated annually. See your Counselor for the most recent plan as student schedules will vary based on the needs of the student. Find detailed graduation requirements at: <http://www.fldoe.org/academics/graduation-requirements>**