


Career Cluster: Business Management and Administration					CTE Program: Administrative Office Specialist			
Career Cluster Pathway: Administrative Support					Industry Certification: PROSO803 – ICT Multimedia Essentials (.025) PROSO806 – ICT Communications Essentials (.025) PROSO807 – ICT Computing Essentials (.025) PROSO810 – ICT Word Processing Essentials (.025)			
 Walton COUNTY SCHOOL DISTRICT Walton Middle School	12 CORE CURRICULUM COURSES				ADDITIONAL COURSES			
	LANGUAGE ARTS 3 credits	MATH 3 credits	SCIENCE 3 credits	SOCIAL STUDIES 3 credits	OTHER REQUIRED COURSES PHYSICAL EDUCATION (1.5 credit)	CAREER AND TECHNICAL EDUCATION COURSES	ELECTIVES	
MIDDLE SCHOOL	<ul style="list-style-type: none"> • 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. • Students should talk with their counselors about the availability and requirements of AP and Dual courses which are paid for by Walton County School District while you are enrolled in high school. The college credit hours may be used in your Post-secondary education. • Students are also encouraged to participate in CTE dual enrollment courses which may be used to satisfy high school graduation or Bright Futures Gold Seal Vocational Scholars course requirements. Three courses are required within one program for BF – GSV. • Students are encouraged to begin planning for careers and postsecondary options by exploring resources at mycareershines.org. 							
	6 th	M/J Language Arts 1	M/J Math 1 or M/J Math 1 Advanced	M/J Comprehensive Science 1	M/J World Geography	Physical Education (1.0 credit)	Information & Communications Technology 1 (9009110)	Intensive Reading <u>or</u> M/J Reading Adv <u>or</u> M/J Intensive Math <u>or</u> M/J Critical Thinking <u>or</u> Band 1 <u>or</u> AVID <u>or</u> Chorus <u>or</u> Art 2D
	7 th	M/J Language Arts 2 or M/J Language Arts 2 Advanced	M/J Math 2 or Pre-Algebra	M/J Comprehensive Science 2 or M/J Comprehensive Science 2 Advanced	M/J Civics Advanced	Physical Education (1.0 credit)	Information & Communications Technology 2 (9009120)	M/J Personal/Career/ School Dev Skls 2 & Career Planning <u>or</u> Intensive Reading <u>or</u> M/J Reading 2 <u>or</u> Intensive Math <u>or</u> Exploring Art 3D <u>or</u> M/J Law Studies <u>or</u> Band 2 <u>or</u> AVID <u>or</u> Chorus
	8 th	M/J Language Arts 3 or M/J Language Arts 3 Advanced	Pre-Algebra	M/J Comprehensive Science 3 or M/J Comprehensive Science 3 Advanced	M/J US History	Physical Education (1.0 credit)	Information & Communications Technology 3 (9009130)	Intensive Reading <u>or</u> M/J Reading 3 <u>or</u> Intensive Math <u>or</u> Career Research & Decision Making <u>or</u> M/J Law Studies <u>or</u> AVID <u>or</u> Chorus <u>or</u> Band 3 <u>or</u> Journalism
	High School Courses for 7 th or 8 th Graders		Algebra 1 Honors				Digital Information Technology 8207310 (OCP A)	

HIGH SCHOOL AND POSTSECONDARY	Based on the Career Cluster of interest and identified career and technical education program, the following postsecondary options are available.			
	HIGH SCHOOL	TECHNICAL COLLEGE PROGRAM(S)	STATE COLLEGE PROGRAM(S)	UNIVERSITY PROGRAM(S)
	WHS Administrative Office Specialist	ECTC Administrative Office Specialist Medical Administrative Specialist	NWFSC Business Administration, AS Pensacola State College Business Administration AS	UWF General Business, BSBA TROY/FL Region General Business – Global Business, B.S.B.A.
CAREER	Sample Career Specialties (The Targeted Occupations List may be used to identify appropriate careers.)			
	Administrative Assistant Communications Equipment Operator Computer Operator Court Reporter Customer Service Assistant Data Entry Specialist Desktop Publisher	Dispatcher Executive Assistant Information Assistant Legal Secretary Library Assistant and Order Processor Medical Front Office Assistant Medical Transcriptionist		Office Manager Paralegal Receptionist Records Processing Assistant Shipping and Receiving Clerk Stenographer Typist Word Processor
CREDIT	Articulation and CTE Dual Enrollment Opportunities			
	MIDDLE SCHOOL to HIGH SCHOOL Digital Information Technology – 1.0 credit with an OCP A in Administrative Office Specialist Program	High School to Technical College (PSAV) (Minimum # of clock hours awarded) Dual Administrative Office Specialist: 150 Clock hours toward AOS program (with Micro069 certification) or Dual Administrative Specialist: 150 Clock hours toward Medical Administrative Specialist program: 150 Clock hours (with Micro069 certification)	Technical College to State College Degree (Minimum # of clock or credit hours awarded) 18 college credit hours in AAS/AS Degree Program: Office Administration	PSAV/PSV to AAS or AS/BS/BAS (Statewide and other local agreements may be included here) 64 college credit hours from AS in Business Administration to BS in Business, General or Business Administration & Management
Career and Technical Student Association				
Future Business Leaders of America (FBLA); Business Professionals of America (BPA); Phi Beta Lambda (Postsecondary)				
Non-traditional Program Status: Administrative Office Specialist is not a non-traditional program for either gender.			Salary Range: (entry and exit salaries) Receptionist & Information Clerks: \$19,070 - \$39,350 Data Entry Keyers: \$20,030 - \$44,140 Office & Administrative Support Workers, All Other: \$19,240 - \$54,600 Executive Secretaries & Executive Administrative Assistants: \$33,830 – \$79,500 First-Line Supervisors of Office & Administrative Support Workers - \$31,770 - \$85,320	
Program of Study Graduation Requirements: http://www.fldoe.org/academics/graduation-requirements Salary Information provided by US Dept. of Labor – Bureau of Labor Statistics – State of Florida (May 2015) http://www.bls.gov/oes/current/oes_fl.htm#29-0000				