


Career Cluster: Business, Management & Administration		CTE Program: VyStar Academy of Business & Finance Secondary: Pedro Menendez High School, St. Johns County School District: Administrative Assistant (8212500) Postsecondary: St. Johns River State College: Business Administration (A.S.-1552020102), Medical Office Administration (A.S.-1552020404); Organizational Management (B.A.S.-1105202990); Office Management (CCC-0552020401); Medical Office Management (CCC-0551071605) FL State College at Jacksonville: Digital Media /Multimedia Technology (A.S-16110800103).; Graphic Design Production (CCC-0611080303); Digital Media/Multimedia Production (CCC-0609070210); Business Administration (B.S.); Paralegal Studies (A.S.); Legal Office Management (CCC-0552020404); Office Support (CCC-0552020403); Office Specialist (CCC-0552040704), Office Management (CCC-0552020401)							
Career Cluster Pathway: Administrative & Information Support Career Path		Industry Certification: Secondary: Microsoft Office Bundle (MICRO069); Adobe Photoshop Creative Cloud (ADOBE022) Postsecondary: St. Johns River State College: NA FL State College at Jacksonville: NA							
		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	RECOMMENDED ELECTIVES (ALIGNED WITH COMMUNITY COLLEGE & STATE UNIVERSITY SYSTEM PROGRAMS)	
HIGH SCHOOL		<ul style="list-style-type: none"> Students are encouraged to use mycareershines.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 24 credit program must be an online course. Cumulative GPA of 2.0 on a 4.0 scale for 24 credit program 							
		9th	English 1	Algebra I	Physical Science	World Geography or AP Human Geography	HOPE – Health Opportunities through Physical Education	Digital Information Technology (Practical Arts Credit)- 8207310	Elective
		10th	English 2	Geometry	Biology	World History Honors	World Language 1	Business Software Applications - 8212120	Elective or Digital Design II - 8209520
		11th	English 3	Math	Earth Science	American History	World Language 2	Digital Design I - 8209510	Elective or SJRSC Dual Enrollment GEB1011/FIN1100,CGS1100
		12th	English 4	Math	Science or Economics	American Government .5 + Economics .5 DE Macro/Micro Econ & DE US Fed Gov't	Elective or Economics	Business & Entrepreneurial Principles 8215120 or Digital Design II - 8209520	Elective or SJRSC Dual Enrollment GEB1011/FIN1100,CGS1100
POSTSECONDARY		Based on the Career Cluster of interest and identified career and technical education program, the following postsecondary options are available.							
		TECHNICAL CENTER PROGRAM(S)		COMMUNITY COLLEGE PROGRAM(S)		UNIVERSITY PROGRAM(S)			
		St. Johns River State College, St. Augustine: Office Management-certificate, Medical Office Management-certificate FL State College at Jacksonville: Graphic Design Production – certificate; Digital Media/Multimedia Production-certificate, Paralegal Studies – certificate, Office Support-certificate; Office Specialist-certificate, Office Management-certificate		St. Johns River State College, St. Augustine: Business Administration-A.S., Medical Office Administration-A.S. FL State College at Jacksonville: Digital Media-A.S., Digital Media /Multimedia Technology-A.S.; Office Administration-A.S.; Paralegal Studies-A.S.		University of North Florida, Jacksonville: International Business, Management, Marketing, Business Administration, Entrepreneurship Flagler College, St. Augustine: Advertising, Business Administration, Graphic Design St. Johns River State College: Organizational Management-B.A.S. FL State College at Jacksonville: Business Administration-B.S., Digital Media-B.A.S			

Sample Career Specialties – Careers from the Targeted Occupations List are in bold.			
CAREER	Receptionists, Graphic Designer Assistant, Office Assistant	Executive Secretaries; Executive Administrative Assistant; Legal Secretary, First-line Supervisor of Office & Administrative Support Workers, Graphic Designer	Accountant, Auditor, General and Operations Manager, Sales Agent, Loan Officer, Administrative Service Manager, Financial Manager, Management Analyst, Sales, Entrepreneurship, Graphic Design, Marketing Research and Specialists
Articulation and CTE Dual Enrollment Opportunities			
CREDIT	Secondary to Technical Center (PSAV) (Minimum # of clock hours awarded)	Secondary to College Credit Certificate or Degree (Minimum # of clock or credit hours awarded)	PSAV/PSV to AAS or AS/BS/BAS (Statewide and other local agreements included here)
	St. Johns River State College: Microsoft Office Bundle industry certification = Microcomputer Applications Software in the Office Management Program or in any AA Program. No CTE Dual Enrollment. FL State College at Jacksonville: Microsoft Office Bundle Industry Certification = CGS1100 in Micro Applications for Business and Economics or in any AA Program.	St. Johns River State College - Dual Enrollment courses offered – Introduction to Business-GEB 1011, Microcomputer Applications Software-CGS1100. Microsoft Office Specialist industry certification = CGS1100-Microcomputer Applications Software in the Office Management Program. http://www.sjrsstate.edu/workforce/careerpathways.html FL State College at Jacksonville: Microsoft Office Bundle = 3 credits in Business and Economics - CGS 1100 Micro Applications for Business and Economics, all provides 3 elective credits in an AA program;	St. Johns River State College - Dual Enrollment courses offered – Introduction to Business-GEB 1011, Microcomputer Applications Software-CGS1100.
Career and Technical Student Association			
Future Business Leaders of America (FBLA)			
Internship/Work Experience Recommendations			
Career Academy students may apply for summer internships after their junior year. Sample internships: Office receptionist or Clerk.			
Program of Study Graduation Requirements: http://www.fldoe.org/academics/graduation-requirements			