


<b>Career Cluster:</b> Business Management & Administration					<b>CTE Program: VyStar Academy of Business &amp; Finance-Pedro Menendez High</b> Accounting Applications-8302100, Administrative Assistant-8212500			
<b>Career Cluster Pathway:</b> Management Career Path					<b>Industry Certification:</b> Microsoft Office Bundle (MICRO069), Quickbooks (INTUT001)			
		<b>16 CORE CURRICULUM CREDITS</b>				<b>8 ADDITIONAL CREDITS</b>		
		<b>ENGLISH</b> 4 credits	<b>MATH</b> 4 credits	<b>SCIENCE</b> 3 credits, 2 with lab	<b>SOCIAL STUDIES</b> 3 credits	<b>OTHER REQUIRED COURSES</b> <b>FINE ARTS</b> (1 credit) <b>PHYSICAL EDUCATION</b> (1 credit)	<b>CAREER AND TECHNICAL EDUCATION COURSES</b>	<b>RECOMMENDED ELECTIVES</b> (ALIGNED WITH COMMUNITY COLLEGE & STATE UNIVERSITY SYSTEM PROGRAMS)
<b>HIGH SCHOOL</b>	<ul style="list-style-type: none"> <li>Students are encouraged to use <a href="http://fchoices.org">fchoices.org</a> to explore careers and postsecondary options.</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>							
	<b>9<sup>th</sup></b>	English 1	Algebra I	Physical Science	World Geography or AP Human Geography	HOPE – Health Opportunities through Physical Education	Intro to Information Technology (Fine Arts Credit)-8207310	Elective or Digital Design I-8209510
	<b>10<sup>th</sup></b>	English 2	Geometry	Biology	World History Honors	World Language 1	Business Software Applications 1-8212120 - or Accounting I-8203310	Elective or Digital Design II-8209520
	<b>11<sup>th</sup></b>	English 3	Math	Earth Science	American History	World Language 2	Business Software Applications 1-8212120 or Accounting II-8203320	Elective or Digital Design III-8209530
	<b>12<sup>th</sup></b>	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 I-8209510	Elective or Digital Design IV-8209540
<b>POSTSECONDARY</b>	<b>Based on the Career Cluster of interest and identified career and technical education program, the following postsecondary options are available.</b>							
	<b>TECHNICAL CENTER PROGRAM(S)</b>		<b>COMMUNITY COLLEGE PROGRAM(S)</b>			<b>UNIVERSITY PROGRAM(S)</b>		
	St. Johns River State College, St. Augustine: Technical Certificates – Accounting, Business, Computer Specialist, Legal Office Support, Medical Office Support, Office Support		St. Johns River State College, St. Augustine: A.S. Accounting Technology, Business Administration, Office Administration (Office Management, Medical Office or Legal Office Systems), Office Administration, Computer Science			University of North Florida, Jacksonville: Accounting, Finance, Financial Services, International Business, Management, Marketing, Business Administration, Entrepreneurship  Flagler College, St. Augustine: Accounting, Advertising, Business Administration, Finance, Graphic Design		
<b>CAREER</b>	<b>Sample Career Specialties – Careers from the Targeted Occupations List are in bold.</b>							
	<b>Auditing or Billing Clerk, Bookkeeper, Paralegal, Bank Teller</b>		<b>Accountant, Auditor, Business Operations Specialist, Legal Secretary, Public Relations Specialist, Database technician, Digital Designer Assistant, Administrative Assistant</b>			<b>Accountant, Operations Manager, Graphic Designer, Sales Agent, Loan Officer, Database Administrator, Financial Analyst, Purchasing Agent</b>		
<b>CREDIT</b>	<b>Articulation and CTE Dual Enrollment Opportunities</b>							
	<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 included here)		
	No articulation agreement. No CTE Dual Enrollment.		St. Johns River State College - Dual Enrollment courses offered – Introduction to Business-GEB 1011, Introduction to Management-MAN 2021. Industry Certifications of 3 credits each are awarded immediately upon enrollment – value \$78.84 per credit hour: Microsoft Office Bundle = Computer Science major, Course OST1764. Quickbooks = Accounting major, Course CGS2104, 3 credits at \$78.84 per credit hour. <a href="http://www.sjstate.edu/workforce/careerpathways.html">http://www.sjstate.edu/workforce/careerpathways.html</a>			No articulation agreement. No CTE Dual Enrollment.		
<b>Career and Technical Student Association</b>								
Future Business Leaders of America (FBLA)								
<b>Internship/Work Experience Recommendations</b>								
Career Academy students may apply for summer internships after their junior year. Sample internships: bank teller, customer service representative, receptionist, digital designer, and office receptionist or clerk.								
Program of Study Graduation Requirements: <a href="http://www.fldoe.org/workforce/perkins/pdf/POS-GradChecklist.pdf">http://www.fldoe.org/workforce/perkins/pdf/POS-GradChecklist.pdf</a>								