


Bishop, Fort Clarke, Kanapaha, Lincoln, Oak View, High Springs and Westwood Middle Schools

**Career Cluster:** Business, Management and Administration  
**Career Cluster Pathway:** Administrative and Information Support

**CTE Program:** Various  
**Industry Certification:** Microsoft Office Specialist (MOS) Bundle

<b>MIDDLE SCHOOL</b>		<b>ENGLISH</b>	<b>MATH</b>	<b>SCIENCE</b>	<b>SOCIAL STUDIES</b>	<b>OTHER REQUIRED COURSES</b>	<b>CAREER AND TECHNICAL EDUCATION COURSES</b>	<b>RECOMMENDED ELECTIVES</b>
	<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>							
	<b>6th</b>							
	<b>7th<sup>h</sup></b>							
	<b>8th</b>						<b>Various courses</b>	
<b>POST SECONDARY</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>COLLEGE PROGRAM(S)</b>			<b>UNIVERSITY PROGRAM(S)</b>		
	<b>Bradford-Union Technical Center</b> Accounting PSAV Administrative Office Specialist PSAV		<b>Santa Fe College</b> Multiple Business Degrees and Certificates. Visit the Business Programs website at: <a href="http://www.sfcollege.edu/business/">http://www.sfcollege.edu/business/</a> for more information			<b>University of Florida</b> Business Administration, Accounting, Economics, Finance, Information Systems, Management, Marketing		
<b>CAREER</b>	<b>Sample Career Specialties</b>							
	Assistant Digital Production Designer, Administrative Assistant.		Administrative Assistant, Executive Secretary, Legal Assistant, Medical Assistant, Medical Records Technician, Health Information Technician, Office Manager.			Business Manager, Business Owner, Accountant, Auditor, Budget Analyst, Insurance Underwriter, Loan Officer, Meeting & Convention Planner, Chief Executive Officer		

<b>Career and Technical Student Association</b>	<b>Internship/Work Experience Recommendations</b>
FBLA – Future Business Leaders of America	Local businesses, hospitals, medical practices, etc.

<b>ARTICULATION AND CTE DUAL ENROLLMENT OPPORTUNITIES</b>			
<b>Middle School to College Credit or Degree</b>			
	<b>Industry Certificate</b>	<b>Santa Fe College Courses</b>	<b>Credit</b>
<b>CREDIT</b>	<i>Microsoft Office Specialist (MOS) Bundle (three out of five applications)</i>	<i>CGS 1101 Microsoft Office Applications</i>	3
	<b>PSAV/PSV to AAS or AS to BS or BAS</b> <b>Statewide articulations:</b> Regionally-accredited AS to BS in Applied Science; Business Administration AS to General Business (CIP 15..0303) or Business Administration and Management (CIP 52.0201) University degrees. <b>SF articulations:</b>		

To receive articulated credit for the **SF** courses listed above, middle school students must:

- Pass the MOS Bundle industry certificate assessment (Excel, Word and PowerPoint).
- Have their certification verified by the Santa Fe Consortium Career Pathways Coordinator and SF Business Programs representative.

More information is available at: <http://www.sfcollege.edu/careerpathways/>