

Career Cluster: Business Management and Administration

Post Secondary CTE Program: Medical Administrative Specialist

Statewide Articulation: YES

Career Cluster Pathway: Business Management and Administration



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		CAREER AND TECHNICAL EDUCATION COURSES	RECOMMENDED ELECTIVES (Aligned with State University System Admissions)
				FINE ARTS (1 cdt)		Major Area of Interest: Industrial Education	
				PHYSICAL EDUCATION (1 cdt)			

HIGH SCHOOL Career Cluster of interest identified by students enrolled in mandatory middle school career education course that includes interest inventory through Choices and ePersonal Education Planner through FACTS.org.

Grade	English	Math	Science	Social Studies	Other Required Courses	Career and Technical Education Courses	Recommended Electives
9	English I	Algebra I	Physical Science	World Geography	Computing for College & Careers		
10	English II	Geometry	Biology	World History			
11	English III	Algebra II	Chemistry or Marine Bio.	American History		Computing for College and Careers, Administrative Office Tech	Foreign Language
12	English IV	Pre-Calculus	Suggested Elective: CDE	Economics/American Gov't		Business Software Application, Medical Office Technology	Foreign Language

Dual enrollment courses may be used to satisfy high school graduation or Bright Futures Gold Seal Vocational Scholars course requirements - see the Articulation Coordinating Committee's Dual Enrollment Equivalency List and the Bright Futures Comprehensive Course Table.

POSTSECONDARY Secondary career and technical education programs may lead to industry recognized certificates, occupational opportunities or postsecondary education options. 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)
STATEWIDE ARTICULATION AGREEMENT	STATEWIDE ARTICULATION AGREEMENT	

SAMPLE CAREER SPECIALTIES
(TOL signifies occupation identified on the Agency for Workforce Innovation's Targeted Occupation Listing)

Information Technology Assistant, Front Desk Specialist, Medical Office Technologist, Medical Administrative Specialist

***Possible Industry Certifications (Students):**
MOS Bundle, Certified Medical Administrative Assistant