


Career Cluster: Business Management and Administration **Secondary CTE Program: 1050 Hours** **Administrative Assistant** 8212500/B070330

Academy Pathway: Business Management and Technology **Eligible Recipient:** ATC Students on Target for Graduation

	ATLANTIC TECHNICAL HS OFFERS a 32 CREDIT HIGH SCHOOL DIPLOMA with 16 CORE CURRICULUM CREDIT REQUIREMENTS						
	ENGLISH 4 credits	MATH 4 credits	SCIENCE 4 credits, 2 with lab	SOCIAL STUDIES 4 credits	OTHER 8 credits PE; Health/Integrated Science; Fine Arts; Foreign Lang x2; SAT Prep/ Critical Thinking; Tech Studies; Computer	Technical Program of Study 8 Credits Concentrated in 1 of 26 Technical Programs of Study	AP Courses Offered: English Language/ English Literature/ Calculus/ Statistics/ American History/ Government/ Psychology/ Biology/ Spanish/ Physics/ Programming

HIGH SCHOOL	FAB 4 - No One Else Does It Better! Each student is provided the opportunity to obtain: a College Ready HS Diploma; Technical Program Completion Certificate w/ Dual Enrollment Quality Points; Industry Credential(s); Articulated Post-Secondary or College Credit								
	9	English I	Algebra I or higher as recommended by Guidance	Biology	Spanish I	PE	Music Appreciation	Health 1/2 credit/Integrated Science 1/2 credit	Computing for College and Careers
	10	English II	Geometry or higher as recommended by Guidance	Chemistry	World History	Spanish II	Technology Studies I	Psychology	Critical Thinking/SAT Prep/Advanced Reading
	11	English III	Algebra II or higher as recommended by Guidance	Physics	American History	Administrative Office Tech I	Business Software Applications I	Digital Design I	Administrative Office Technology 2
	12	English IV	Pre-Calc or higher as recommended by Guidance	Environmental Science	American Government/ Economics	Administrative Office Technology 3	Business Software Applications 2	Business Directed Study/Special Projects	Business Directed Study/Special Projects

OCPs Obtained Upon Completion of Program: A= IT Assistant; B= Front Desk Specialist; C= Assistant Digital Production Designer; D= Administrative Specialist

POSTSECONDARY	Career and Technical Education programs are comprised of eight (8) courses and upon successful completion, may lead to industry recognized certificates, licenses, occupational opportunities and/or postsecondary education options. Please review some of the current available opportunities listed below.		
	Partners: Business and Industry Uniweld Products, Inc.; Mr. Edward Cayia, P.A.; Mr. Greg Ross, Attorney at Law; KEW (Healthcare), Inc.; City Furniture	Technical Dual Enrollment Requirements: <i>minimum</i> 2.0 GPA and TABE Exit Scores: R10 M10 L10	Articulation Agreements
	Employment Opportunities Information Technology Assistant; Front Desk Specialist; Assistant Digital Production Designer; Administrative Assistant	Technical Dual Enrollment Courses Opportunities: Admin. Office Tech II, III, Software Applications II, Business Directed Study: B070330 E-H	SBBC HIGH SCHOOL to BC: Upon completion of OCP's A & B: 3-16 Credits (max) toward one of the following: AAS Office Administration- System Technology
	Post-Secondary Career Options Executive Assistant; Market Researcher; Public Relations; Human Relations; Meeting and Convention Planners; Business Management; Training and Development; Personnel	Industry Credential Opportunities for ATC Students Completing All Program Requirements: Florida Ready to Work/ Microsoft Certified Application Specialist (MCAS)/ Microsoft Certified Application Professional (MCAP) bundle: Excel Word, PowerPoint, Access, Outlook, Vista/Office Specialist: Word, Excel, PowerPoint, Access, Outlook/IC3	DUAL ENROLLMENT / PSAV to BC: Upon completion of OCP's A & B 16 Credits towards an AAS in Office System Technology
CAREER			STATE OF FLORIDA: 18 -21 credits to AAS/AS in Office Administration