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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Career Cluster: *Business, Management & Administration* | | | | | CTE Program: Accounting Operations (8302100) | | | | |
| Career Cluster Pathway: *Business Financial Management and Accounting* | | | | | Industry Certification:  *Microsoft Office Specialist (MOS MICRO069)* | | | | |
| Logo for Florida Career Clusters | | 16 CORE CURRICULUM CREDITS | | | | | | 8 ADDITIONAL CREDITS | |
| ENGLISH4 credits | MATH4 credits | SCIENCE3 credits, 2 with lab | | SOCIAL STUDIES3 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 | Students are encouraged to use flchoices.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 I | Algebra 1, Algebra 1A, or Geometry | Biology I | | None | Personal Fitness | Computing for College and Careers\* | Research |
| 10th | English II | Algebra 1B or Geometry | Physical Science or Chemistry I | | World History | PE/ Band / JROTC | Accounting Applications 1 | Spanish 1 |
| 11th | English III | Algebra 2, Geometry, or Math for College Readiness | Science Elective | | American History | PE / Band / JROTC | Accounting Applications 2 | Spanish 2 |
| 12th | English IV | Algebra 2, Math for College Readiness, or Pre-Calculus | Science Elective | | American Government/ Economics | Fine Arts or Practical Arts | Accounting Applications 3 |  |
| 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)** | |
| South Florida State College | | Indian River State College, South Florida State College | | | | | Florida Gulf Coast University, University of Central Florida, Florida Atlantic University, University of Florida, Florida State University, University of South Florida | |
| CAREER | **Sample Career Specialties (The Targeted Occupations List may be used to identify appropriate careers.)** | | | | | | | | |
| Information Technology Assistant, Bank Teller, Accounting Clerk | | Bookkeeping, Accounting, or Auditing Clerk, Brokerage Clerk | | | | | Loan Officer, Auditor, Financial Services Agent, Accountant (TOL) Purchasing Agent (TOL), Financial Manager | |
| CREDIT |  | | | | | | | | |
| **Secondary to Technical Center (PSAV)** | | **Secondary to College Credit Certificate or Degree** | | | | | **PSAV/PSV to AAS or AS/BS/BAS** | |
| **None** | | Indian River State College  **For Accounting Technology:**  OST 1764 Introduction to Business 3 credits  Combination of Tech Prep Courses 6 credits    **For Office Systems:**  OST 1100 Elementary Keyboarding 3 credits  OST 1764 Introduction to Microsoft Word 3 credits    **For Office Supervision:**  OST V100 Data Entry I 75 hours  OST V425 Data Entry II 75 hours | | | | | **None** | |
| **Career and Technical Student Association** | | | | | | | | | |
| ***FBLA (Future Business Leaders of America)*** | | | | | | | | | |
| **Internship/Work Experience Recommendations** | | | | | | | | | |
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| **PrograPrm of Study** | | | | | | | | | |

Program of Study Graduation Requirements 2013-2014: <http://www.fldoe.org/workforce/perkins/pdf/POS-GradChecklist.pdf>