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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 COURSESFINE 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**
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| 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 creditsCombination of Tech Prep Courses 6 credits**For Office Systems:**OST 1100 Elementary Keyboarding 3 creditsOST 1764 Introduction to Microsoft Word 3 credits**For Office Supervision:**OST V100 Data Entry I 75 hoursOST V425 Data Entry II 75 hours  | **None** |
| **Career and Technical Student Association** |
| ***FBLA (Future Business Leaders of America)***  |
| **Internship/Work Experience Recommendations** |
|  |
| **PrograPrm of Study** |

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