

Career Cluster: Business, Management & Administration
 Career Cluster Pathway: Administrative Support

CTE Program: **Legal Administrative Specialist B072000**
 Industry Certification: MICRO069, MICRO017

16 REQUIRED CREDITS

8 ELECTIVE CREDITS REQUIRED

<i>Collier County Program of Study</i>	ENGLISH (4 credits)	MATH (4 credits)	SCIENCE (3 credits, 2 with lab)	SOCIAL STUDIES (3 credits)	CAREER EDUCATION PROGRAM COURSES	RECOMMENDED ELECTIVES (State University Aligned) (One virtual course is required)
	AP- Adv. Placement DE- Dual Enrollment	AP- Adv. Placement DE- Dual Enrollment	AP- Adv. Placement DE- Dual Enrollment	AP- Adv. Placement DE- Dual Enrollment	Other Requirements: Pass FCAT 2/PARC – Reading Level 3, pass Algebra I EOC, and 30% of EOC Exam for Biology, Algebra 2, Geometry, US History	

HIGH SCHOOL	Dual enrollment and CTE courses satisfy high school graduation and Bright Futures Gold Seal Voc. Scholars course requirements. Agriscience Foundations and Aerospace Tech. satisfy core science requirements. State approved industry certifications leading to college credit may substitute for up to two credits of math and one credit of science. One online course and a 2.0 is required for graduation. Visit www.flvs.org and your counselor.							
	9	English I or Honors (1)	Algebra 1 or Honors (1)	Earth & Space Science or Honors or AP Environmental Science (1)	World Geography or AP Human Geography or Intensive Reading (1)	Digital Information Technology (1) = OTA0040 (15) OCP A (Art Requirement)	HOPE (1)	Elective or Foreign Language 1 or Intensive Math (1)
	10	English 2 or Honors (1)	Algebra I/H or Informal Geometry or Geometry/ H (1)	Biology or Honors (1)	World History or Honors or AP (1)	Humanities or Intensive Reading (1)	Elective (1)	Elective or Foreign Language 2 or Intensive Math (1)
	Students must take the TABE within 6 weeks of attending classes at the Immokalee Technical College. Students are encouraged to take the ACT, SAT or PERT during 11th grade					Program B072000 Legal Administrative Specialist at ITC (2 Pds.)		
	11	English 3 or Honors or DE or AP (1)	Geometry/H or Algebra 2/H or DE or AP (1)	Chemistry or Physical Science or Physics or DE or AP (1)	American History or Honors, DE or AP (1)	FL Virtual Course (1) www.flvs.org	B072000 Legal Administrative Specialist: OTA004 1 Front Desk Specialist (300) OCP B	
	12	English 4 or Honors or DE or AP (1)	Algebra 2/H or College Ready Math or DE or AP (1)	Physics or DE or AP or Other Elective (1)	American Gov/ Economics or Honors or DE or AP (1)	Program B072000 Legal Administrative Specialist at ITC (2-3 Periods) B072000 Legal Administrative Specialist: OTA0042 – Administrative Support – (150) OCP C OTA0051 – Legal Administrative Specialist (begin 450 hr. course) (OCP D can be completed after graduation)		

POSTSECONDARY	Based on this Career Cluster and identified career and identified technical education program, the following postsecondary options are available.		
	TECHNICAL CENTER PROGRAM(S)	COMMUNITY COLLEGE PROGRAM(S)	UNIVERSITY PROGRAM(S)
	ITC B072000 Legal Administrative Specialist – (1050 hrs.) – PSAV vocational certificate	-Paralegal, AS, (64 Cr.) – FSW -Criminal Justice, AS (64 Cr.) – FSW -Paralegal Studies, AA, (60 cr.) – Keiser Univ. -Criminal Justice AA, (60 Cr.) – Keiser Univ.	-Applied Sci. w/Criminal Justice – BS, (120 cr.) – USF -Interdisciplinary Studies w/Criminology - BA, (120 Cr.) – USF -Criminal Justice – BA – (120 Cr.) – Keiser Univ -Criminal Justice, BS (120 cr.) – FGCU -Legal Studies, BS (120 cr.) – FGCU -Business Supervision & Mgmt.- BAS- (120 cr.)- ESC

ARTICULATIONS/ DE CREDIT	High School Students to PSAV Technical Center Program	Technical Center or High School to Community or State College	State and Community Colleges to Universities
	<p>Digital Information Technology (1 Cr. 150 hrs.) =OTA0040</p> <p style="text-align: center;">Toward PSAV B072000 Legal Administrative Specialist -</p> <p>OTA0040 Information Technology Assistant - (150hrs.) OCP A OTA0041 Front Desk Specialist – (300 hrs.) OCP B OTA0042 Administrative Support – (150 hrs.) OCP C OTA0050 Legal Administrative Specialist – (450 hrs.) OCP D</p>	<p style="text-align: center;">Statewide</p> <p>MICRO069 certification Microsoft Office Specialist (MCAS) Bundle(3 of 5) = (3 cr.) toward AS in Office Administration MICRO017 certification Microsoft Office Master = (3 cr.) toward AS in Office Administration</p> <p style="text-align: center;">Program Articulations</p> <p>Completion of PSAV 1050 hr. programs in Legal Administrative Specialist = 18 credits toward AS in Office Administration (64 cr.) – (statewide)</p>	<p style="text-align: center;">Statewide</p> <p>- Regionally Accredited AS Degree Program (60 Cr.) to BS Applied Science (60 cr.) = (120 Cr.)</p>
Based on the Career Cluster of interest and identified CTE program the following are sample career specialties			
CAREERS	Technical Centers	Community Colleges	4 Year Colleges and Universities
	<p>Information Technology Assistant Front Desk Specialist -(DOL) Legal Office Assistant – (HSHW) Court Reporters -(DOL) Legal Secretaries</p>	<p>(DOL) Vocational Education Teachers, Postsecondary – (HSHW) (DOL) Paralegals – (HSHW) (DOL) Computer User Support Specialist – (HSHW) (DOL) Firstline Supervisor of Office & Administrative Support Workers – (HSHW)</p>	<p>-Lawyers -Arbitrators/Mediators -Judges -Hearing Officers</p>
INDUSTRY CERTIFICATIONS			
<p>MICRO069 – Microsoft Office Specialist (MCAS) Bundle Certification (3 of 5), Microsoft Corporation MICRO017 – Microsoft Office Master, Microsoft Corporation</p>			
CAREER AND TECHNICAL STUDENT ASSOCIATION			
Future Business Leaders of America (FBLA) and Business Professionals of America (BPA) and Phi Beta Lamda			
INTERNSHIP/WORK EXPERIENCE RECOMMENDATIONS			
Volunteer, intern, shadow or work workers at school legal department, law offices and court house			
*****	<p>This Program of Study was reviewed May 1, 2016 and is updated annually. Please see your School Counselor for the most recent plan. Individual student schedules will vary based on the needs of the student and changes in courses offered.</p>		