

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

CTE Program: **Medical Administrative Specialist B070300**
 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	

Dual enrollment and CTE courses satisfy graduation and Bright Futures Gold Seal Vocational Scholar requirements. Agriscience Foundations and Aerospace Technology satisfy core science requirements. Some state approved industry certifications lead to college credit and may substitute for up to two high school 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.

HIGH SCHOOL	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 (150) 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 B070300 Medical Admin. 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)	B070300 Medical Administrative Specialist OTA0041 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 B070300 Medical Administrative Specialist at ITC (2-3 Periods)			
							B070300 Medical Administrative Specialist: OTA0631 – Medical Office Technologist– (300) OCP C OTA0651 – Medical Administrative Specialist (begin 300 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 B070300 Medical Administrative Specialist – (1050 hrs.), Vocational Certificate, PSAV	-Office Adm.(Med.Focus) AS (60 cr.) Broward C. -Health Information Technician AAS , (90 Cr.) - Rasmussen College -Health Information Mgmt. AS , (65 Cr.) Keiser -Health Services Admin. AA , (60 Cr.) Keiser -Health Information Technology, AS , (70 Cr.) – FL Southwestern State College	-Health Information Management, BS , (120 Cr.) – Rasmussen College -Applied Science (Public Health), BS (120 Cr.) USF

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 B070300 Medical Administrative Specialist - (1050 hrs.)</p> <p>OTA0040 Information Technology Assistant - (150 hrs.) OCP A OTA0041 Front Desk Specialist – (300 hrs.) OCP B OTA0631 Medical Office Technologist–(300 hrs.) OCP C OTA0651 Medical Administrative Specialist – (300 hrs.) OCP D</p>	<p style="text-align: center;">Statewide</p> <p>MICRO069 certification Microsoft Office Specialist (MOS) Bundle(3 of 5) = (3 cr.) toward AS, Office Administration</p> <p>MICRO017 certification Microsoft Office Specialist Master = (3 cr.) toward AS, Office Administration</p> <p style="text-align: center;">Program Articulations</p> <p>-Completion of PSAV 1050 hr. programs in Medical Administrative Specialist = 18 credits toward AS in Office Administration (64 cr.) – Statewide</p> <p>-FL Southwestern State College: HS credits and/or PSAV B070300 completion = up to (6 cr.) when enrolled in AS Bus. Admin. & Mgmt. or CCC program in Entrepreneurship or Small Business Management</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> <p>-AS in Business Administration (64 cr.) to BS in General Business or Business Mgmt. & Administration (132 cr.)- State Universities</p> <p>-AS in Business Administration to BS in Business Supervision & Mgmt. – FL Southwestern State College (121 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) Medical Records & Health Information Tech. Medical Transcriptionist Medical Assistants (DOL) Medical Secretaries</p>	<p>(DOL) Vocational Education Teachers, Postsecondary –(HSHW) (DOL) First-Line Supervisor of Office and Admin. Support Workers – (HSHW) (DOL) Human Resource Specialist (HSHW) Medical Office Manager</p>	<p>Health Information Administrator Human Resource Manager/Administrator (Medical) Public Health Administrator</p>
INDUSTRY CERTIFICATIONS			
<p>MICRO069 – Microsoft Office Specialist (MOS) Bundle Certification (3 out 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 at school medical clinic, medical offices and hospitals and other medical facilities.			
****	<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>		

Medical Administrative Specialist (ITC - Postsecondary) B070300