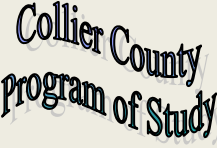


Career Cluster: Business, Management & Administration
Career Cluster Pathway: Admin. and Information Support

CTE Program: **Legal Administrative Assistant (#B072000)**
Industry Certification: MICRO017, 069

18 CORE CURRICULUM CREDITS

12 ADDITIONAL CREDITS

	ENGLISH (4 credits)	MATH (4 credits)	SCIENCE (4 credits, 2 with lab)	SOCIAL STUDIES (4 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 Voc. 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 1 or English 1 Honors (1)	Algebra I or Higher Level Math (1)	Earth Space Science or Honors (1)	Geography and History of the World or AP Human Geo.(1)	Advanced Communication or Intensive Reading (1)	HOPE (1) (Florida Virtual)	Spanish I or Higher Level Course (1)	
	10	English 2. or English 2 Honors (1)	Geometry or Higher Level Math (1)	Biology or Biology Honors (1)	World History or World History Honors or AP (1)	Digital Information Technology (1) = OTA0040 – OCP A	Semantics & Logic (.5) / Adv. Reading (.5) or Intensive Reading (1)	Spanish 2 or Higher Level Course (1)	
	Students take the TABE within 6 weeks of attending classes at LWTC and are encouraged to take the ACT, SAT or PERT during 11th grade.					Program B072000 Legal Administrative Specialist at Lorenzo Walker Technical College			
	11	English or English 3 Honors or AP English Comp. (1)	Algebra II or Higher Level Math (1)	Chemistry (1)	American History or AH Honors or AP (1)	Legal Administrative Specialist B072000 OTA0041-Front Desk Specialist (300) OCP B and OTA0042-Administrative Support (150) OCP-C			
	12	English 4 or English 4 Honors or AP (1)	Precalculus or Pro. & Stats. or Higher Level Math	Genetics (1)	American Govt./ Economics or Honors or AP (1)	Legal Administrative Specialist B072000 OTA0050-Legal Administrative Specialist (450) OCP-C			
	Based on this Career Cluster and identified career and identified technical education program, the following postsecondary options are available								

POSTSECONDARY	TECHNICAL CENTER PROGRAM(S)	COMMUNITY COLLEGE PROGRAM(S)	UNIVERSITY PROGRAM(S)
	B072000 Legal Administrative Specialist – (1050 hrs.)- PSAV Vocational Certificate- LWTC, ITC	-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. -Paralegal/Legal Asstg. AS, (64 cr.)-SCF	-Legal Studies, BA, (120 cr.) – Keiser University -Criminal Justice, BA (120 cr.) – Keiser University -Criminal Justice, BS (120 cr.) – FGCU -Legal Studies, BS (120 cr.) – FGCU -Business Supervision & Mgmt.-BAS- (120 cr.)- ESC

ARTICULATIONS/ CREDIT	High School Students <u>Dual Enrolled</u> in PSAV Technical Center Program	Technical Center or High School to Community or State College	State and Community Colleges to Universities
	<p style="text-align: center;"><u>LWIT</u> PSAV B072000 <u>Legal Administrative Specialist</u> - (1050 hrs.)</p> <p>OTA0040 Information Technology Assistant - (150) 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;"><u>Statewide</u></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 in Office Administration</p> <p style="text-align: center;"><u>Program Articulations</u></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;"><u>Statewide Articulation:</u></p> <p>-Regional AS Degree = (60 cr.) toward BAS degree (120 cr.) in Applied Science</p>
Based on the Career Cluster of interest and identified CTE program the following 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) Computer User Support Specialist Office Manager</p>	<p>(DOL) Vocational Education Teachers, Postsecondary (HSHW) (DOL) Paralegals (HSHW) (DOL) Legal Assistants (HSHW) Office Administrator, AS</p>	<p>Lawyers Arbitrators/Mediators Judges Hearing Officers</p>
INDUSTRY CERTIFICATIONS			
<p>All certifications students have the opportunity to take while in this POS: MICRO017 – Microsoft Office Specialist Master, Microsoft Corporation MICRO069 – Microsoft Office Specialist (MOS) Bundle Certification (3 out of 6), Microsoft Corporation INTUT001 – Quickbooks, Certified User, Intuit</p>			
CAREER AND TECHNICAL STUDENT ASSOCIATION			
Future Business Leaders of America (FBLA), Business Professionals of America (BPA), and Phi Beta Lamda			
INTERNSHIP/WORK EXPERIENCE RECOMMENDATIONS			
Work, intern, volunteer, shadow workers at school legal department, law offices and court house. Join FBLA. Refer to http://collierschools.com/careertech/internships.htm for district approved internship opportunities.			
*****	Reviewed May 1, 2016 and updated annually. See your Counselor for the most recent plan as student schedules will vary based on the needs of the student. Find detailed graduation requirements at: http://www.fldoe.org/academics/graduation-requirements		

Legal Administrative Specialist (LWTC – Postsecondary) #B072000