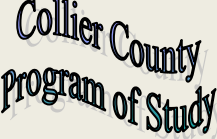


Career Cluster: Business, Management & Administration
Career Cluster Pathway: Admin. & Information Support

CTE Program: Medical Administrative Assistant (B070300)
Industry Certification: MICRO069, MICRO017

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	<u>Other Requirements:</u> 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 high school graduation and Bright Futures Gold Seal Vocational Scholars course requirements. Agriscience Foundations and Aerospace Technology 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.

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 (Art Requirement)	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 B070300 Medical 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)	Medical Administrative Specialist B070300 OTA0041-Front Desk Specialist (300) OCP – B and OTA0631-Medical Office Technologist (150 of 300)			
	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)	Medical Administrative Specialist B070300 OTA0631– Medical Office Technologist (complete 300) – OCP-C OTA0651-Medical Administrative Specialist (300) - OCP-D			
	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)
	B070300 Medical Administrative Specialist – (1050 hrs.), Vocational Certificate – LWTC and ITC	<ul style="list-style-type: none"> -Office Admin. (Medical Emphasis), AS (60 cr.) Broward College -Bus. Dev.& Entrepreneurship, (25 cr), CCC FSW -Health Information Technician AAS, (90 Cr.) Rasmussen College -Health Information Mgmt. AS, (65 Cr.) Keiser -Health Services Admin. AA, (60 Cr.) Keiser -Health Information Tech., AS, (70 Cr.) –FSW 	<ul style="list-style-type: none"> -Health Information Management, BS, (120 Cr.) – Rasmussen College -Applied Science (Public Health), BS (120 Cr.) USF

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 B070300 <u>Medical Administrative Specialist</u> - (1050 hrs.)</p> <p>OTA0040 Information Technology Assistant - (150) OCP A</p> <p>OTA0041 Front Desk Specialist – (300 hrs.) OCP B</p> <p>OTA0631 Medical Office Technologist – (300 hrs.) OCP C</p> <p>OTA0651 Medical Administrative Specialist – (300 hrs.) OCP D</p>	<p style="text-align: center;"><u>Statewide</u></p> <p>MICRO069 <u>certification</u> Microsoft Office Specialist (MCAS) Bundle(3 of 5) = (3 cr.) toward AS, Office Administration</p> <p>MICRO017 <u>certification</u> Microsoft Office Specialist Master = (3 cr.) toward AS, Office Administration</p> <p style="text-align: center;"><u>Program Articulations</u></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;"><u>Statewide Articulation:</u></p> <p>-Regional AS Degree = (60 cr.) toward BAS degree (120 cr.) in Applied Science</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 Mgmt. 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 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</p> <p>(DOL) First-Line Supervisor of Office and Admin. Support Workers – HSHW Medical Office Manager, AS</p>	<p>Public Health Administrator Health Information Administrator</p>
INDUSTRY CERTIFICATIONS			
All certifications students have the opportunity to take while in this POS:			
MICRO069 - Microsoft Office Specialist (MOS) Bundle Certification (3 out of 6), Microsoft Corporation			
MICRO017 - Microsoft Office Master, Microsoft Corporation			
INTUT001 – Quickbooks, Certified User, Intuit			
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 medical clinic, medical offices and hospitals and other medical facilities. Join FBLAAA... 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		

Medical Administrative Specialist (LWIT – Postsecondary) #B070300