

## Program Strand: Administrative Support Technology

Students who choose a career in Administrative Support Technology use problem-solving and administrative skills utilizing computer applications to provide various office support services.

### Secondary Career Academy Development Timetable Academy classes are listed in bold type.

Pre-Academy Grades 6 – 8	Grade 9	Grade 10	Grade 11	Grade 12
6 <sup>th</sup> grade—Middle Moves 7 <sup>th</sup> grade—Career Preparation Requirement 8 <sup>th</sup> grade—Transition Tools  M/J Vocational Wheel-1 BU 800020012 Semester Courses: Business Keyboarding 820011011 <sup>1</sup> Comp App in Bus 1 820022011 <sup>1</sup> Comp App in Bus 2 820021011 <sup>1</sup> Comp App in Bus 3 820021111 <sup>2</sup> Comp App in Bus 4 820021211 <sup>2</sup> Bus Lead Skills 820012001 <sup>2</sup> <sup>1</sup> Recommended for 7 <sup>th</sup> grade <sup>2</sup> Recommended for 8 <sup>th</sup> grade	English I	English II	English III	English IV
	Algebra or higher	Geometry or higher	Algebra II or higher	Pre-calculus or Other Mathematics Course
	Earth & Space Science or Biology	Biology or Chemistry	Chemistry or Physics or Physical Science	Science Elective or Other Elective
	World History	Elective	American History	American Government / Economics
	9 <sup>th</sup> Grade Transition	Foreign Language	Foreign Language	Foreign Language
	<b>Computing for College and Careers 820902001 or Intro. to IT 820731001 or Key and Bus Skills 820032011 and Comp and Bus Skills 820033011</b>	<b>Administrative Office Technology 1 821211001</b>	<b>Business Software Applications 1 821212001</b>	<b>Digital Design 1 820951001 or Legal Aspects of Business 821513001 (H) or Medical Office Technology 1 821220101</b>
	Elective	Elective	Elective	Elective
Elective	Elective	Elective	Elective	

#### Suggested Electives:

- Students may in their Junior or Senior year opt to participate in the Career Experience Opportunity (CEO) internship program using the following course numbers: Workplace Essentials – 83003101A (Honors .5) and CEO internship – 0500330CE (Honors .5).
- Students may complete more than one program within the Academy of Business providing courses are offered at the school site.
- In addition, students can choose to enroll in Business Cooperative Education, Digital Design 2, and Accounting Applications 1 classes to enhance their marketability.

To find a Miami-Dade County Public High School with this Program Strand, please link to [http://ssr.dadeschools.net/acad\\_tally\\_schls.pdf](http://ssr.dadeschools.net/acad_tally_schls.pdf).

Internship Opportunities	Student Organizations / Clubs	Earn Upon Completion
<ul style="list-style-type: none"> <li>• Internship</li> <li>• Cooperative Education</li> <li>• Job Shadowing</li> <li>• School-Based Enterprise</li> <li>• Service Learning</li> <li>• Dual Enrollment</li> <li>• <a href="#">Portal to CEO</a></li> </ul>	<ul style="list-style-type: none"> <li>• Future Business Leaders of America (FBLA)</li> <li>• Student Chamber of Commerce</li> </ul>	<ul style="list-style-type: none"> <li>• Industry Title &amp; FLDOE OCP's correlated to the individual areas.</li> <li>• For more information on the Florida Department of Education Bright Futures Scholarship Programs: Florida Academic Scholars Award (FAS), Florida Medallion Scholars Award (FMS), and Florida Gold Seal Vocational Scholars Award (GSV) please contact a guidance counselor or visit: <a href="http://www.floridastudentfinancialaid.org/ssfad/factsheets/BF.htm">http://www.floridastudentfinancialaid.org/ssfad/factsheets/BF.htm</a>.</li> <li>• For more information about TECH PREP Articulation Agreements with local colleges, please contact your guidance counselor.</li> </ul>

### POSTSECONDARY OPTIONS

Certification Programs	Community College (A.A./A.S.) or Proprietary Programs	Four-Year College and University Programs	Other
<ul style="list-style-type: none"> <li>• Microsoft Office Specialist: Word</li> <li>• <a href="#">Robert Morgan Educational Center</a></li> <li>• <a href="#">South Dade Adult Center</a></li> </ul>	<ul style="list-style-type: none"> <li>• Accounting Technology</li> <li>• Business Administration</li> <li>• Computer Information Administrator</li> <li>• Financial Services</li> <li>• Office Administration – Legal</li> <li>• Office Administration – Medical</li> <li>• Office Administration</li> <li>• <a href="#">Miami Dade College</a></li> </ul>	<ul style="list-style-type: none"> <li>• Administrative Office Management</li> <li>• Business Administration</li> <li>• Business Technology</li> <li>• Human Resources Management</li> </ul>	<ul style="list-style-type: none"> <li>• On the job training</li> </ul>

### CAREER OPTIONS

Entry Level	After Post-Secondary Education
<ul style="list-style-type: none"> <li>• General Office Clerk</li> <li>• Office Manager</li> <li>• Customer Service Assistant</li> </ul>	<ul style="list-style-type: none"> <li>• Legal Secretary</li> <li>• Medical Secretary</li> <li>• Administrative Assistant</li> <li>• Independent Business Owner</li> <li>• Financial Manager</li> <li>• Financial Clerk</li> <li>• Executive Secretary</li> <li>• Human Resource Manager</li> <li>• Office Manager</li> </ul>

