### Career Cluster: Business, Management & Administration

**CTE Program:** VyStar Academy of Business & Finance

**Secondary:** Pedro Menendez High School, St. Johns County School District: Business Management & Analysis (8301100)

**Postsecondary:** St. Johns River State College: St. Augustine

Accounting Technology (A.S. 1552030201); Business Administration (A.S. 1552020102), Organizational Management (B.A.S. 1105202990); Office Management (CCC-0552020401); Logistics & Transportation Specialist (CCC-0652020901)

**Industry Certification:** Secondary: Microsoft Office Bundle (MICRO069)

### Career Cluster Pathway: Management Career Path

**16 CORE CURRICULUM CREDITS**

<table>
<thead>
<tr>
<th>ENGLISH</th>
<th>MATH</th>
<th>SCIENCE</th>
<th>SOCIAL STUDIES</th>
<th>OTHER REQUIRED COURSES</th>
<th>CAREER AND TECHNICAL EDUCATION COURSES</th>
<th>RECOMMENDED ELECTIVES (ALIGNED WITH COMMUNITY COLLEGE &amp; STATE UNIVERSITY SYSTEM PROGRAMS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 credits</td>
<td>4 credits</td>
<td>3 credits, 2 with lab</td>
<td>3 credits</td>
<td>FINE ARTS (1 credit) PHYSICAL EDUCATION (1 credit)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**8 ADDITIONAL CREDITS**

- Students are encouraged to use mycareershines.org to explore careers and postsecondary options.
- Students are also encouraged to participate in dual enrollment courses which may be used to satisfy high school graduation or Bright Futures Gold Seal Vocational Scholars course requirements.
- One course within the 24 credit program must be an online course. Cumulative GPA of 2.0 on a 4.0 scale for 24 credit program

### HIGH SCHOOL

- **9th**
  - English 1
  - Algebra I
  - Physical Science
- **10th**
  - English 2
  - Geometry
  - Biology
- **11th**
  - English 3
  - Math
  - Earth Science
- **12th**
  - English 4
  - Math
  - Science or Economics

Based on the Career Cluster of interest and identified career and technical education program, the following postsecondary options are available.

### POSTSECONDARY

<table>
<thead>
<tr>
<th>TECHNICAL CENTER PROGRAM(S)</th>
<th>COMMUNITY COLLEGE PROGRAM(S)</th>
<th>UNIVERSITY PROGRAM(S)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Flagler College, St. Augustine: Accounting, Advertising, Business Administration, Finance, Graphic Design</td>
</tr>
<tr>
<td></td>
<td></td>
<td>St. Johns River State College: Organizational Management-B.A.S.</td>
</tr>
</tbody>
</table>

### Career

**Sample Career Specialties – Careers from the Targeted Occupations List are in bold.**

- Executive Secretaries; Executive Administrative Assistant; Transportation, Storage & Distribution Managers; Legal Secretary
- Bookkeeper, Accountant, Audit Clerk, General and Operations Managers

**Articulation and CTE Dual Enrollment Opportunities**
<table>
<thead>
<tr>
<th>Secondary to Technical Center (PSAV) (Minimum # of clock hours awarded)</th>
<th>Secondary to College Credit Certificate or Degree (Minimum # of clock or credit hours awarded)</th>
<th>PSAV/PSV to AAS or AS/BS/BAS (Statewide and other local agreements included here)</th>
</tr>
</thead>
</table>

### Career and Technical Student Association
- Future Business Leaders of America (FBLA)

### Internship/Work Experience Recommendations
Career Academy students may apply for summer internships after their junior year. Sample internships: bank teller, customer service representative, office receptionist or clerk, telemarketer.

### Program of Study Graduation Requirements
[http://www.fldoe.org/academics/graduation-requirements](http://www.fldoe.org/academics/graduation-requirements)