



*The Fab 4

All students have the opportunity to earn it!

1. Technical Program Certificate (s)

* You could earn more than 1 depending upon your program of choice

2. Industry Credential or Florida License

* You could earn more than one dependent upon what is recognized by professionals in the field

3. Career Dual Enrollment Quality Points

* Two quality points added to your weighted GPA for every course completed and passed with a C or better

4. Articulated Post-Secondary or College Credit

* Local or state college credits apply if transferring to the aligned field of study

* Gold Standard Pathway articulated credits based upon the credentials earned and if transferring to the aligned field of study

<http://ctace.browardschools.com/QuickLinks/ArticulationAgreements.aspx>

CAREER CLUSTERS



Accounting Operations
Business Management & Analysis
Administrative Assistant
Legal Administrative Specialist
Medical Administrative Specialist



Database Application Development & Programming
Network Support Services
Web Development



A growing industry

- **Demand for full-charge bookkeepers is expected to increase:** they do much of the work of accountants and perform a wider variety of financial transactions, from payroll to billing.
- Employment of bookkeeping, accounting, and auditing clerks is projected to **grow 11%** over the next seven years.

ACCOUNTING OPERATIONS





Industry Certifications

Microsoft Office Specialist

- Microsoft Excel
- Quickbooks



Diverse Career Options

- Accounting Clerk
- Auditing Clerk
- Payroll Administrator
- Bookkeeper

ACCOUNTING OPERATIONS

Content of program training includes:

- Double-entry accounting principles
- Account and transaction analysis and recording
- Preparing financial statements
- Preparing payroll and tax records
- Inventory procedures
- Managing accounts receivable/accounts payable
- Expert-level Excel and QuickBooks training

A Growing and Diverse Industry

- The **Business Management & Analysis Program** prepares students for further education in management and for employment in careers in Business, Management, and Administration careers.
- From finance to healthcare to IT, a major benefit to working in management is the **variety of organizations that need management professionals**.
- The U.S. Bureau of Labor Statistics (BLS) forecasts **5% employment growth** for general business managers from 2010 to 2020



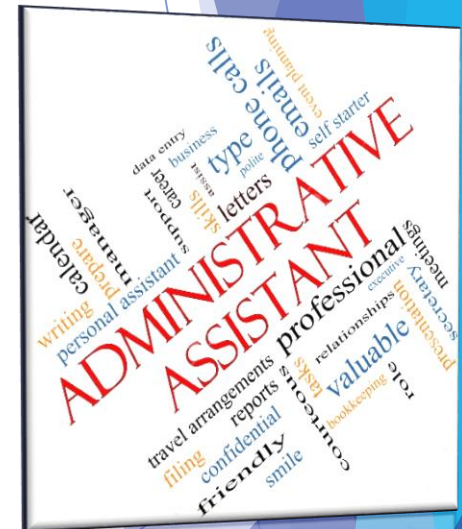
**BUSINESS
MANAGEMENT
AND ANALYSIS**

ADMINISTRATIVE OFFICE SPECIALIST



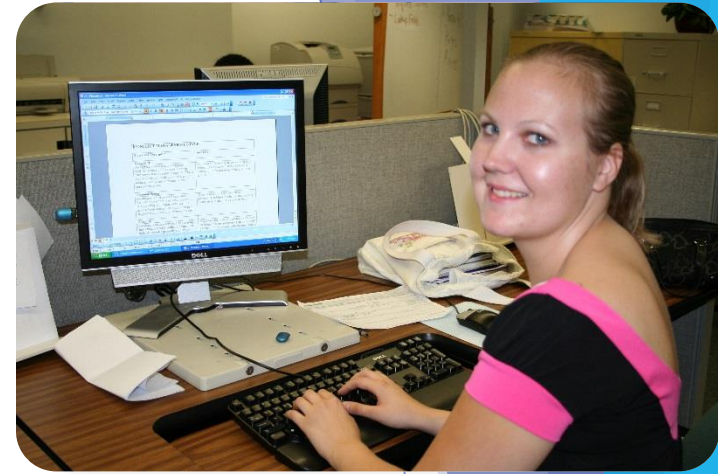
A Growing and Dynamic Occupation

- Program content includes accounting, expert-level training in entire MSOffice suite, preparing business documents, office supervision, publication design, database design and manipulation.
- According to the Occupational Outlook Handbook, **the demand for Administrative Assistants will grow by 12% over the next seven years.**
- Administrative assistants work in nearly every industry; many are employed in schools, hospitals, governments, and legal and medical offices.



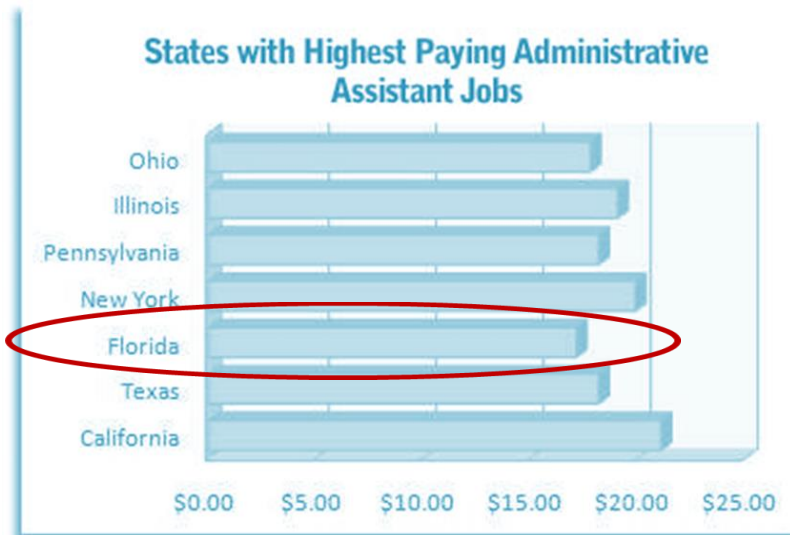
Diverse Career Options

- Administrative Assistant
- Administrative Coordinator
- Customer Service Representative (CSR)
- Executive Administrative Assistant
- Office Administrator
- Office Assistant
- Office Manager
- Operations Manager
- Receptionist
- Secretary



Industry Certifications

- Microsoft Office Specialist
- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Microsoft Access



A Growing Industry

- Legal administrative specialists work in legal settings such as **law firms and courts** as well as **state, local and federal governments**.
- Legal administrative specialists are knowledgeable about legal terminology such as **contracts, briefs, policies and pleadings**
- According to the U.S. Bureau of Labor Statistics (BLS), job growth in the legal administration profession is projected to **increase by 18%** through the year 2018.

LEGAL ADMINISTRATIVE SPECIALIST



LEGAL ADMINISTRATIVE SPECIALIST

Program of Study:

- Microsoft Office Suite Expert Level
- Legal Terminology
- Business Law
- Legal Transcription
- Legal Document Preparation
- Ethics and Professionalism

Diverse Career Options

- Information Technology Assistant
- Front Desk Specialist
- Administrative Support
- Legal Administrative Specialist
- Judicial Assistant

Industry Certifications

- Microsoft Office Specialist
- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint



MEDICAL ADMINISTRATIVE SPECIALIST

A growing industry...

- Noted as a **Top 10 In-Demand Healthcare Occupation**
- One of the **fastest growing segments of the secretarial field**
- Many businesses are pushing to go paperless – this means an **increased need for Medical Administrative Specialists**



Diverse Career Options

- **Hospitals**
- **Healthcare Clinics and Facilities**
- **Doctor Offices**
- **Pediatrics**
- **Rehabilitation/Treatment Centers**
- **Senior Care Residences**



MEDICAL ADMINISTRATIVE SPECIALIST

Industry Certifications



Certified Medical Admin. Asst. (CMAA)

Microsoft Office Specialist



Program Training Includes:

Medical Office Procedures

Medical Terminology

Medical Coding and Billing

Medical Transcription

* Business Management & Administration

Administrative, Legal, Medical Specialists



Administrative Specialist

Legal Administrative Specialist

Medical Administrative Specialist

Produces information by transcribing, formatting, inputting, editing, retrieving, copying, and transmitting text, data, and graphics

Requires secretarial and legal tasks related to any of the following: corporate, real estate, family law, bankruptcy, patent and trademark, litigation

Schedule and confirm patient diagnostic appointments, surgeries and medical consultations

Completes customer requests in person or on the telephone

Draft legal documents

Compile and record medical charts, reports, and correspondence, using a computer or office system

Prepares and maintains office records, reports, and correspondence

Read case law and prepare case briefs
File court documents electronically

Receive and route messages and documents such as laboratory results to appropriate staff

Maintains department schedule: calendars for department personnel; meetings, conferences, teleconferences, and travel

Organize case files and maintain documents
Perform legal research based upon the law firm

Greet visitors, ascertain purpose of visit, and direct them to appropriate staff
Interview patients in order to complete documents, case histories, and forms such as intake and insurance forms

Excellent Skills Required:
Interpersonal/human relations; verbal and written communication; organizational/ planning

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* Business Management & Administration

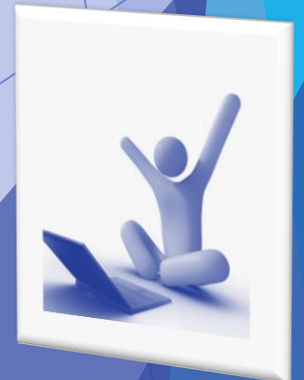
Administrative, Legal, Medical Specialists

Every business/industry requires qualified personnel as part of their management team. The skills you learn in high school will fully support and enhance any decisions you make for your final college/career choice.

Administrative Specialist	Legal Administrative Specialist	Medical Administrative Specialist
Entrepreneur 	Attorney: Sports, Entertainment, Family, Securities, Trust, Immigration, Real Estate, Corporate, Tax	Medical Doctor 
Public Relations	Accounting/Finance	Registered Medical Assistant
Human Relations	Specialist (Patent Agent)	Quality Management Coordinator
Business Management Training	Court Reporter 	Nurse Practitioner
Personnel	Paralegal	Registered Nurse
Executive Market Researcher	Human Resources Manager	Physician's Assistant
Meeting and Convention Planners	Law/Human Services: Police; Detective; Crime Scene Investigation; Paramedic	Medical Lab/Biomedical Technician/Supervisor

INFORMATION TECHNOLOGY

PROGRAMS



A growing industry

- **Network administrators are in high demand:** the job outlook through 2020 has a **projected 28% growth rate**.
- Experts predict an estimated **440,000 network administrators will be employed in 2020**.
- Many businesses are pushing to go paperless and move to backing up their data to the cloud – this means an **increased need for network administrators** to manage and troubleshoot.

NETWORK



Diverse Career Options

- A+ Certification training
- Network configuration
- Computer user support
- Hardware and software troubleshooting
- Installation and configuration activities



Program content includes:

- ✓ A+ certification training
- ✓ CCNA routing and switching
- ✓ Computer user support
- ✓ Hardware and software troubleshooting
- ✓ Network configuration





Industry Certifications

- CIW Network Technology Associate
- Cisco Certified Entry Networking Technician (CCENT)
- Cisco Certified Network Associate (CCNA)
- CompTIA A+
- CompTIA Network +



NETWORK

SUPPORT



SERVICES



The Web Development industry is growing

- Employment of web developers is projected to **grow up to 20% between now and 2022.**
- The demand for web developers is driven by the **growing popularity of mobile devices and e-commerce.**
- More businesses and customers are going online every day. And advances in technology will make **Web skills an ongoing corporate need.**



web

DEVELOPMENT

Employment Opportunities

- HTML Coder
- Assistant Web Designer
- Web Designer
- Approximately **25%** of web developers are self-employed

Software Mastered

- Adobe Photoshop
- Adobe Dreamweaver
- Adobe InDesign
- Adobe Acrobat
- Notepad++

web

DEVELOPMENT





Industry Certifications

- CIW Site Development Associate
- CIW Internet Business Associate
- CIW Web Design Specialist



The **Web Development** program prepares students to design, code and publish websites

web

DEVELOPMENT



* Information Technology

Network Support Services & Web Development

Every business/industry requires qualified personnel as part of their IT team. The skills you learn in high school will fully support and enhance any decisions you make for your final college/career choice.

Post-secondary Choices
Network Support Services



Post-secondary Choices
Web Development

Web Design
& Development



College Focus: Computer Science or Computer Engineering

Engineers: Computer Software, Industrial Systems, Network

Instructional Designer, Graphic Designer, Web Marketer, Art Director

Computer Systems Analysts

Multimedia Journalist, Multimedia Sales

Network Systems & Data Communications Analysts



Web UI Software Developer, .Net Software Web Developer, E-Commerce Web Developer, Back End Web Developer

Computer Support Specialists

Programmer Analyst, SharePoint Developer



DO YOU WANT TO JUST EVOLVE OR BE THE CHANGE MAKER?