

Other Educational and Career OPPORTUNITIES



Florida Bright Futures Scholarship Program: *Florida Academics, Florida Medallion and The Gold Seal Endorsement Program.*

The Gold Seal Scholarship focuses on students who have performed well in career preparatory programs. It recognizes and rewards excellence for academic achievement and career preparation. Specific courses and/or course sequence is required to earn the FLGSBFS. See your Counselor or Career Specialist to learn more about earning this scholarship.



Career Pathways is a high school applied technology program linked with a post secondary program which may lead to a certificate program, associate's degree, and/or bachelor's degree. Through applied academics and technical studies, the student will build his/her competencies in communication, mathematics and science.



Dual Enrollment students may earn free college credits and high school credits their junior and/or senior year at SJRSC, DSC or SFC. Students must meet the criteria of a 3.0 UGPA and have a college placement score (ACT, SAT, CPT, or PERT) on file.



Career Dual Enrollment is also available to students seeking an AS degree, College Credit Certificate or Certificate associated with their CTE program of study. You must have a 2.0 UGPA and college placement test scores (ACT, SAT CPT, or PERT) on file. Some courses require an age limit to be enrolled.

FloridaShines

MyCareerShines

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Putnam County
School District

On Course for a Successful Future

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The Putnam County School District prohibits any form of discrimination or harassment on the basis of race, religion, color, sex, marital status, age, national origin, genetic identity or disability in any of its programs.



Administrative Office Specialist

▶ **Crescent City Jr-Sr
High School**

▶ **Interlachen High
School**

▶ **Palatka High School**

Administrative Office Assistant Specialist

The AOS program is a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Business Management and Administration Cluster.

Secondary or postsecondary students who complete the AOS Core will not have to repeat the core.

The Administrative Office Technology program will prepare students for occupations in management and supervision, accounting, computer technology, and Microsoft Office support services.



Administrative Office Assistant Specialist Course Sequence

AOS Core

OPC A
Digital Information Technology

OCP B
Administrative Office Technology I
Business Software Applications I

OCP C
Digital Design I

OCP D
Administrative Office Technology 2
Administrative Office Technology 3
Business Software Applications 2

Industry Certification: MOS Bundle Certification

(3 of 5-Word, Excel, PowerPoint, Access, Outlook)

COMPUTER PROGRAMS

Microsoft Office Software:

Word

Access

Excel

PowerPoint

Internet Usage

Recommended Technical Dual Enrollment courses offered at SJRSC

*Microcomputer Computer Concepts
Microcomputer Applications
English Composition 1
Introduction to Business
Personal Finance
Business Law 1*

**FUTURE
BUSINESS
LEADERS of
AMERICA**

Future Business Leaders of America (FBLA) is the vocational student organization for providing leadership learning experiences and for reinforcing specific vocational skills. FBLA is an integral part of the Business Technology Education Program. It promotes high standards in work ethics and offers students planned and supervised occupational activities. All Business Technology students are encouraged to become a part of the FBLA organization.

