CTE Program: **Legal Administrative Specialist**
Career Cluster: **Business Management & Administration**

***This document is intended for course planning. Course offerings may vary by school. Please contact your school's guidance department, program director, or assistant principal for site specific information.**

Career Technical Education

Standard Diploma Requirements
14 Core Curriculum Credits

	Grade 9	Grade 10	Grade 11	Grade 12
Pathways in HS English	**4 Credits in English**	***AP - Advanced Placement, DE - Dual Enrollment, EGP - English General Paper***		
Advanced Scholar (accelerating through MS & HS)	English 2H	AP LANG	AP LIT	AP ELECTIVE or DE
Scholar (accelerating in GR 8/9, FAST PM3 Level 1 or 2 in GR 9)	English 2H	ENG 3H	AICE EGP, or DE, or AP LANG	AICE EGP, or DE, or AP Lit
Merit (on-grade level grades 8-10)	English 1 (R/H)	ENG 2 (R/H)	AICE EGP, or ENG 3 (R/H)	DE ENG
Pathways in HS Mathematics	**4 Credits in Mathematics**	***MCL - Math for College Liberal Arts, MDFL - Math for Data & Fin Lit***		
Advanced Scholar/Scholar	ALG 2H	AP Math Courses, DE (College Algebra) or Math for College Algebra		
Scholar	GEO H	ALG 2H	AP Math Courses, MCL, MDFL, Math for College Algebra, Prob/Stats H, AP PreCalc	
Merit	ALG 1/ALG 1A (Refer to Placement and Support Recommendations)	ALG 1 or GEO	MCL, MDFL, Math for College Algebra, Prob/Stats H, AP PreCalc	
Pathways in HS Science	**3 Credits in Science**	***AP - Advanced Placement, DE - Dual Enrollment, EQ - Equally Rigorous Science***		
Advanced Scholar/Scholar	BIO 1H	Chemistry 1H	AP, DE, or AICE Science Courses	
Scholar	BIO 1H	Chemistry 1 (R/H)	AP, DE, AICE Science Coures, or other EQ Science Courses	
Merit	Environmental Science	BIO 1H	Other EQ HS Science Courses or CTE Courses that Substitute for EQ Science Courses	
Pathways in HS Social Studies	**3 Credits in Social Studies**	***2023 Freshmen must complete a Personal Finance* course for graduation***		
Advanced Scholar/Scholar	AP Human Geo, AP World History, AP European History, AP US Govt., or Personal Finance & Money Management	AP World History or AP European History, or Personal Finance and Money Management H	AP US History, and/or Personal Finance & Money Management H	AP Gov't. & AP Econ. (Macro or Micro), or Personal Finance and Money Management H
Scholar/Merit	AP Human Geo, World History (AP/H), US Govt. (AP or H), or Personal Finance & Money Management H	World History (AP/H), or Personal Finance & Money Management H	US History (AP/H), or Peronal Finance & Money Management H	US Gov't H & Econ. H (or AP versions), or Personal Finance & Money Management H
Required Courses: Algebra 1 or Geometry, Biology, World History, US History, Personal Finance, US Gov't, & Economics				
7.5 Elective Credits				
Career & Technical Education Course:	Digital Information Technology	Legal Aspects of Business	Legal Studies 1	Legal Studies 2
Recommended:	Foreign Language	Foreign Language	Elective	Elective

2.5 Other Required Courses

1 Credit: Physical Education (H.O.P.E.)

1 Credit: Fine & Performing Arts, Speech & Debate, any CTE course, or Practical Arts

*.5 Credit: Personal Finance Requirement - *CTE offers Personal Financial Literacy*

Dual enrollment courses may be used to satisfy high school graduation or Bright Futures Gold Seal Vocational and CAPE Scholars Award requirements.

Related Post-Secondary Opportunities

Post-Secondary Opportunities	Career Certificate Programs	College Credit Certificate	Degree Programs
	Pinellas Technical College - Clock Hour	<60 College Credits	Associate of Science (AS)
	Legal Administrative Specialist	Office Management	Office Administration
		Office Specialist	
		Office Support	

CTAE CAREER TECHNICAL & ADULT EDUCATION