



**St. Johns River Tech Prep Consortium**  
 Serving Clay County, Putnam County, St. Johns County,  
 First Coast Technical Institute and St. Johns River Community College

**Business- Administrative: Administrative Assistant / Legal Administrative Specialist /  
 Medical Administrative Specialist**

TECH PREP provides students with a specialized curriculum to build competence in communication, math, science and technical skills. This better prepares students to advance into the First Coast Technical Institute or the St. Johns River Community College for a certificate program and/or a two-year Associate in Science/Applied Science degree that prepares them for immediate employment or to continue their education. This is a recommended program of study. See your guidance counselor for details.

Program of Study	Freshman	Sophomore	Junior	Senior	Electives/Dual Enrollment
<b>Administrative Assistant</b>	Business Systems and Technology	Administrative Office Technology I	Business Software Applications I & Digital Design I	Administrative Office Technology II & III Business Software Applications II	CGS1100 Microcomputer Aps Software GEB 1011 Intro to Business MTB 1103 Business Math OST1435 Legal Terminology
<b>Legal Administrative Specialist</b>	Business Systems and Technology	Administrative Office Technology I	Business Software Applications I Legal Aspects of Business	Legal Office Technology 1 - 3	CGS1100 Microcomputer Aps Software GEB 1011 Intro to Business MTB 1103 Business Math OST1435 Legal Terminology
<b>Medical Administrative Specialist</b>	Business Systems and Technology	Administrative Office Technology I	Business Software Applications I Medical Office Technology I	Medical Office Technology 2-3 Medical Office Internship	CGS1100 Microcomputer Aps Software HSC1000 Intro to Health Care Delivery System HSC 1531 Medical Terminology

**St. Johns River Community College**

**First Coast Technical Institute**

**Certificate Programs**

- Accounting Management
- Business Management
- Office Management - Legal
- Office Management – Medical
- Office Management

**AS Degree Programs**

- Accounting Technology
- Business Administration
- Computer Information Administrator
- Financial Services
- Marketing
- Office Administration – Legal
- Office Administration – Medical
- Office Administration

**Certificate Programs**

- Administrative Assistant
- Medical Administrative Specialist
- PC Support Specialist
- Network Support Specialist

**Dual enrollment technical courses are recommended for electives. Please contact your guidance counselor to see what opportunities are available for you. First Coast Technical Institute and St. Johns River Community College offer technical dual enrollment for students who meet the criteria.**

## Program of Study

If the recommended program of study is followed, a student will have completed clock hours at First Coast Technical Institute or St. Johns River Community College. Students may also earn credit in an AS Degree program at SJRCC through the Institutional Exam process and/or dual enrollment.

Secondary Program	Post-Secondary Programs - Certificate	Post-Secondary Programs AS Degree
Administrative Assistant	Administrative Assistant or Medical Administrative Specialist – 450 hours at FCTI Accounting Management – Up to 12 credits at SJRCC Business Management – Up to 9 credits at SJRCC Office Management-Legal– Up to 15 credits at SJRCC Office Management-Medical– Up to 17 credits at SJRCC Office Management– Up to 12 credits at SJRCC Network Support – 150 hours at FCTI PC Support – 150 hours at FCTI	Business Administration – Up to 9 credits at SJRCC Computer Information Admin – Up to 18 credits at SJRCC Financial Services – Up to 15 credits at SJRCC Accounting Technology – Up to 12 credits at SJRCC Administration-Medical – Up to 17 credits at SJRCC Marketing – Up to 21 credits at SJRCC Office Administration - Legal – Up to 21 credits at SJRCC Office Administration – Up to 17 credits at SJRCC Office Administration – Medical – Up to 17 credits at SJRCC
Legal Administrative Specialist	Administrative Assistant or Medical Administrative Specialist – 450 hours at FCTI Accounting Management – Up to 12 credits at SJRCC Business Management – Up to 9 credits at SJRCC Office Management-Legal– Up to 15 credits at SJRCC Office Management-Medical– Up to 17 credits at SJRCC Office Management– Up to 12 credits at SJRCC	Business Administration – Up to 9 credits at SJRCC Accounting Technology – Up to 12 credits at SJRCC Administration-Medical – Up to 17 credits at SJRCC Marketing – Up to 21 credits at SJRCC Office Administration - Legal – Up to 21 credits at SJRCC Office Administration – Up to 17 credits at SJRCC Office Administration – Medical – Up to 17 credits at SJRCC
Medical Administrative Specialist	Administrative Assistant or Medical Administrative Specialist – 450 hours at FCTI Accounting Management – Up to 12 credits at SJRCC Business Management – Up to 9 credits at SJRCC Medical Coding – Up to 12 credits at SJRCC Office Management-Legal– Up to 15 credits at SJRCC Office Management-Medical– Up to 17 credits at SJRCC Office Management– Up to 12 credits at SJRCC	Business Administration – Up to 9 credits at SJRCC Accounting Technology – Up to 12 credits at SJRCC Administration-Medical – Up to 17 credits at SJRCC Marketing – Up to 21 credits at SJRCC Office Administration-Legal – Up to 21 credits at SJRCC Office Administration – Up to 18 credits at SJRCC Radiologic Technology – Up to 9 credits at SJRCC Health Information Management – Up to 15 credits at SJRCC

To contact St. Johns River Community College, please visit [www.sjrcc.edu](http://www.sjrcc.edu)

To contact First Coast Technical Institute, please visit [www.fcti.org](http://www.fcti.org)

To learn about Florida’s labor / market trends and salaries, please visit [www.labormarketinfo.com/library/oes/estimates2004/q1-2004statewide200302.xls](http://www.labormarketinfo.com/library/oes/estimates2004/q1-2004statewide200302.xls)

For career planning, please visit [www.facts.org](http://www.facts.org)

All programs listed above meet the Bright Futures Florida Gold Seal Vocational Scholars Award criteria.

For further information, please contact one of the following: Raleigh Sapp, Clay County- 904-284-6574; Grace Smith, Putnam County – 386-329-0536;

Tyrone Ramsey, St. Johns County – 904-819-7530; Jay Steele, Tech Prep Director – 904-819-7729;

Melissa O’Connell, SJRCC Workforce Education Coordinator – 386-312-4232; Melissa Williams, SJRCC Dual Enrollment – 386-312-4136; Lee Adams, FCTI Guidance Counselor – 904-829-1057