

Industry Sector: Finance and Business

Pathway: Administrative Office Professional - AS



California Program of Study

Level	Grade	English Language Arts	Math	Social Studies	Science	Career Technical Education Course	Other Required Courses or Recommended Electives		Sample Occupations relating to this pathway (Including SOC Code)
SECONDARY	9	English	Math	Social Science	Science		Physical Education		Occupations requiring a high school diploma <ul style="list-style-type: none"> ➤ Information Clerk ➤ Dispatcher
	10	English	Math	World History	Science		Physical Education	Visual/Performing Arts or Foreign Language	Occupations requiring some post-secondary <ul style="list-style-type: none"> ➤ Receptionist ➤ Entry-Level Administrative Assistant ➤ Office Assistant ➤ Mail Assistant File Clerk ➤ Imaging Specialist ➤ Front Desk Coordinator
	11	English		US History					Occupations requiring a 2 year Degree <ul style="list-style-type: none"> ➤ Administrative Assistant ➤ Business Education ➤ Office Administration ➤ Executive Assistant ➤ Human Resources Assistant ➤ Marketing Assistant ➤ Sales Assistant, Project Coordinator ➤ Office/Facilities Manager Occupations requiring a BA/BS Degree <ul style="list-style-type: none"> ➤ None Industry recognized certifications, licenses, credentials or apprenticeships related to this pathway. <ul style="list-style-type: none"> ➤ None
	12	English (Recommended)		Civics and American Government					
(High School courses listed in the light green and yellow areas are the Minimum State High School Graduation requirements)									
	13	As Degree Suggested Course Sequence Years 1&2							
		Fall Year 1	Spring Year 1	Summer	Fall Year 2	Spring Year 2			
	14	OFTEC 130 Business English (3)	OFTEC 132 Business Communication (3)	GE (3)	OFTEC 210 Typing Speed and Accuracy Building (1)	OFTEC 131 Office Procedure and Technology (3)			
		CCTIS 138 Excel Spreadsheets (2)	OFTEC 141 Intermediate Word Processing (3)	GE (3)	BUSAD 40 Principles of Management (3)	CCTIS 8 Advanced Internet Research (1.5)			
		OFTEC 125 Records Management and Filing Applications (3)	CCTIS 137 Presentations Using Computers and Multimedia (1.5)		BUSAD 135 Computerized Accounting (QuickBooks) (2)	CCTIS 139 Access (1.5)			
		GE (3)	GE (3)		BUSAD 161A Small Business Accounting I (4)	GE (3)			
		Physical Education Activity Course (1)	GE (3)		Physical Education Activity Course (1)	GE (3)			
GE requirements – One each from the following areas: (A.1 or A.3, A.2, B.1 or B.2, Math 104, C.1 or C.2, one course from DO-D9, one course E, plus 1 Physical Education activity courses and one additional unit of activity.)									