

# Industry Sector: Finance and Business

## Pathway: Administrative Office Professional Certificate

### 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 > Information Clerk > Dispatcher Occupations requiring some post-secondary > Receptionist > Entry-Level Administrative Assistant > Office Assistant > Mail Assistant File Clerk > Imaging Specialist > Front Desk Coordinator
	10	English	Math	World History	Science		Physical Education	Visual/Performing Arts or Foreign Language	
	11	English		US History					
	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)									Occupations requiring a 2 year Degree > 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  Industry recognized certifications, licenses, credentials or apprenticeships related to this pathway.
13	Fall Year 1		Spring Year 1		Summer	Fall Year 2		Spring Year 2	
14	OFTEC 130 Business English (3)		OFTEC 141 Intermediate Word Processing (3)			Complete <b>two</b> courses: BUSAD 135 Computerized Accounting CCTIS 8 Advanced Internet Research CCTIS 137 Presentation Using Computers CCTIS 139 Access CCTIS 142/OFTEC 142 Desktop Publishing		OFTEC 131 Office Procedures and Technology (3)	
	CCTIS 138 Excel Spreadsheets (2)		OFTEC 132 Business Communications (3)			BUSAD 163 Business Mathematics (3)		CCTIS 6 Internet Essentials (2)	
	OFTEC 125 Records Management and Filing Applications (3)		OFTEC 210 Typing Speed and Accuracy Building (1)						

Reiman/Ellis 2016-2017