

# Industry Sector: Information Technology

## Pathway: Applied Computer Studies: Business Emphasis Certificate



### California Sample 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	<b>Occupations requiring a high school diploma</b> <ul style="list-style-type: none"> <li>➤ File clerks</li> <li>➤ Data Processing Clerks</li> <li>➤ Inventory Clerks</li> <li>➤ Insurance reviewers</li> </ul> <b>Occupations requiring some post-secondary</b> <ul style="list-style-type: none"> <li>➤ Administrative Service Technician</li> <li>➤ Communications Technologies</li> </ul>
	10	English	Math	World History	Science		Physical Education Visual/Performing Arts or Foreign Language	
	11	English		US History		Introduction to Programming		
	12	English (Recommended)		Civics and American Government				
(High School courses listed above are the Minimum State requirements)								<b>Occupations requiring a 2 year Degree</b> <ul style="list-style-type: none"> <li>➤ Business Manager</li> <li>➤ Business Programmers</li> </ul> <b>Occupations requiring a BA/BS Degree</b> <ul style="list-style-type: none"> <li>➤ Product Development Engineer</li> <li>➤ Computer Network Specialist</li> </ul> <b>Industry recognized certifications, licenses, credentials or apprenticeships related to this pathway.</b> <ul style="list-style-type: none"> <li>➤ None</li> <li>➤</li> <li>➤</li> </ul>
POSTSECONDARY	<b>ASOE Degree Suggested Course Sequence Years 1 &amp; 2</b>							
	13	<b>Fall Year 1</b>			<b>Spring Year 1</b>			
		<b>CCTIS 4</b> Windows Operating Systems Essentials (1)			<b>CCTIS 10</b> Computer Concepts & Information Systems (4)			
	14	<b>BUSAD 40</b> Principles of Management (3)			<b>CCTPG9</b> Operating Systems – Windows – Unix/Linux (4)			
		<b>OFTEC 140</b> Beginning Word Processing (2)			<b>CCTIS 30</b> Financial Worksheets (3)			
		<b>BUSAD 2A</b> Financial Accounting (4)			<b>BUSAD 2B</b> Financial Accounting (4)			
	<b>CCTPG51</b> Database Management (4)							
	<b>CCTPG 22</b> Programming Concepts & Methodology I (4)							
	-or- <b>CCTPG 45</b> Java Programming (3)							
	-or- <b>CCTPG 28</b> Visual Basic Programming (3)							