

Industry Sector: Information Technology

Pathway: Virtual 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 ➤	
	10	English	Math	World History	Science		Physical Education Visual/Performing Arts or Foreign Language	Occupations requiring some post-secondary ➤ Virtual Professional ➤ Blog Writer ➤ Document	
	11	English		US History				Occupations requiring a 2 year Degree ➤	
	12	English (Recommended)		Civics and American Government				Occupations requiring a BA/BS Degree	
(High School courses listed in the light green and yellow areas are the Minimum State High School Graduation requirements)								Industry recognized certifications, licenses, credentials or apprenticeships related to this pathway. ➤ ➤	
	13	As Degree Suggested Course Sequence Years 1 & 2							
		Fall Year 1		Spring Year 1		Summer	Fall Year 2		Spring Year 2
		OFTEC 130 Business English (3)		BUSAD 41 Small Business Management (3)					
		14	OFTEC 168 Creating and Managing a Virtual Office (3)		OFTEC 131 Office Procedures and Technology (3)				
					OFTEC 132 Business Communications (3)				
			OFTEC 141 Intermediate Word Processing (3)						

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