



Program of Study: Office Professional Certificate



Postsecondary/Secondary Partner(s): _____

Career Pathways: Accounting and Business/Management

Education Levels	Grade	Communication	Mathematics	Other Required Academic Courses (i.e. Science, Social Science)	Career and Technical Program Courses	Supplementary Course Recommendations (i.e. world language, entrepreneurship, etc)	Possibilities of careers relating to this Pathway
State Graduation Requirements: (URL to Page) www.cde.state.co.us/postsecondary/graduationguidelines							
MIDDLE	7						Business Continuity Planners, Business Teachers, Agents and Business Managers of Artists, Business Intelligence Analysts, farm and Home Management Advisor, Document Management Specialist, Compliance Manager, Administrative Service Manager, Computer System Analysts, General and Operations Manager
	8						
High /Secondary	9	English I	Algebra I,	Earth or Environmental Science		Computer Applications, Physical Education, World Languages	
	10	English II	Geometry	Biology, US History, Foreign Language I		Psychology, Physical Education, Accounting	
	11	English III	Algebra II	Chemistry, Foreign Language II		Speech/Communications, Physical Education	
	12	English IV	Trigonometry or other Math,	Botany or other lab based Science		Computer Applications, International Business	
13 th year (ASCENT, P-TECH or other):							
High school courses in the pathway offered locally for college credit should be coded Concurrent Enrollment with CCNS Prefix and Number <weblink>							
List related Industry Certifications/credentials approved and offered locally: <insert credential/Industry certification name here>				Additional Learning Opportunities: CTSO organization(s): <input type="checkbox"/> DECA <input checked="" type="checkbox"/> FBLA <input type="checkbox"/> FCCLA <input type="checkbox"/> FFA <input type="checkbox"/> CCSA <input type="checkbox"/> HOSA <input type="checkbox"/> SkillsUSA <input type="checkbox"/> TSA <input type="checkbox"/> SC ²			
<this field> must have <this level> of training & learning:				Work-based Learning: <input checked="" type="checkbox"/> Career Research <input type="checkbox"/> Cooperative Education <input checked="" type="checkbox"/> Internship <input type="checkbox"/> Mentorship <input checked="" type="checkbox"/> Job Shadowing <input type="checkbox"/> Service Learning Project <input type="checkbox"/> Student Apprenticeship <input type="checkbox"/> Industry Certificate			
Postsecondary: CCPT Placement Assessment CLEP <weblink> Prior Learning Assessment (PLA) eligibility: <weblink> Acceleration Opportunities: AP: IB:				Other Graduation Requirements: <input type="checkbox"/> Capstone Project <input type="checkbox"/> Assessment (ACT, SAT, WorkKeys, ASVAB, Locally endorse, Other) <input type="checkbox"/> ICAP Quality Indicators <input type="checkbox"/> PWR Competencies			

