



Southwest Career Technical Academy

Pathway: Office Technology

9th Grade		10th Grade		11th Grade			12th Grade		
English I/ H		English II/H		English III / American Lit./H AP English Language & Comp.			English IV/ Composition H AP English Lit & Comp.		
Algebra I/H Geometry H		Geometry I/H Algebra II/H		Algebra II/H Pre Calc/ Trigonometry			Pre Calc/Trig H/ AP Calculus/ Dual College Credit Option		
Principles of Science Biology I H		Biology I/H Chemistry IH		Chemistry/H Physics/H Genetics H / Anatomy & Physiology			Elective		
Tools/ Freshman Studies		World History/H		US History/ H/ AP			US Government/ H/ AP		
PE I		PE II or PE II Waiver/ Elective		Elective			Elective		
Art/ Arts and Humanities		Health/Drivers Ed		Office Technology I & Accounting I			Office Technology II		
Introductory Computer Concepts/ Elective		Intro to Business Technology/ Multimedia & Desktop Publishing Concepts		↓ ↓ ↓			↓ ↓ ↓		
Pre Requisites				Career Technical Fees					
				\$135 Office Technology I/ \$185 Office Technology II					
Certifications			Possible Articulated Courses			Post Secondary Options			
MCAS—Word	MCAS – PowerPoint		COT 102 Office Technology I – 3			CSN	UNR		
MCAS—Excel	MCAS – Outlook		IS 101 Office Technology II – 3			NSC	UNLV		
MCAS—Access			CIT 201B	CIT 202B	CIT 203B				
CCSD Occupational Certificate of Competency			CIT 101B						
Career Pathways Available				Business Partners					
→Office Manager		→Administrative Assistant		→Front Desk Clerk		→Legacy Snack Foods		→Microsoft Corporation	→Certiport
→General Office Staff		→Data Entry							

*Following the Academic course sequencing fulfills the requirement for millennium scholarship and 21st century course of study provided student maintains the required GPA and passes all proficiency exams.

*Students earning a C or higher in their Career Technical major will earn a CCSD Occupational Certificate of Competency.

*Fees subject to change without notice.

*Administration reserves the right to change course offerings based on staffing and enrollment.