

Scope and Sequence Information Technology Applications

Academic Subjects – Career success and postsecondary education success require the same level of college prep coursework. The Pennsylvania Department of Education’s (PDE) focus is to ensure that every student is prepared for college and a career. Academic courses such as applied math or general science cannot be listed on the program’s scope and sequence. PDE’s goal is to have all students perform at the competent or advanced level on the PSSA, and earn the Pennsylvania Skills Certificate on the end-of-program assessment.

	SECONDARY				POSTSECONDARY based on PENN COLLEGE OF TECHNOLOGY			
	Ninth Grade	Tenth Grade	Eleventh Grade	Twelfth Grade	Semester One	Semester Two	Semester Three	Semester Four
Technical Units		Basic Computer Functions Computer Literacy and Operating Systems Office procedures Word Processing and Document Creation Presentation graphics Business math	Reports, Presentations MS Excel in the office MS Access – in the office MS Powerpoint – Presentations in business MS Outlook – email MS Publisher – Marketing Job Seeking/Keeping Skills	Marketing Accounting Procedures Office management Work based learning / Job Shadowing Human relations and communications	MGT 115: Principles of Management ACC 113: Intro to Financial Accounting CSC 100: Intro to Info Technology	ACC 123: Intro to Managerial Accounting CSC 211: Business Computer Apps	MGT 301: Business Law I _SBM: Elective: Specified Business Management MGT 248: Supervision & Human Relations MGT 340: Human Resource Mgmt HRM 300: Human Res Mgmt _SBM: Elective: Specified business management	MGT 216: International Business FIN 305: Fundamentals of Financial Planning FIN 350: Finance MGT 315: Business Ethics _SBM: Elective: Specified Business Management
English	College Prep English I	College Prep English II	College Prep English III	College Prep English IV	ENL 111: English Comp I	ENL 201: Technical & Professional Communication		

						MGT 230: Business Communication		
						SPC 101: Fund of Speech		
Math	Algebra I	Algebra II	Geometry	College Prep Math (recommended)	MTH 113: Business Mathematics			
Science	Biology	Chemistry	Physics					SCI: Science Elective
Humanities	Civics	American History	World Studies			_HUM: Elective: HUM/SSE/ART/ FOR/AAE		
Other Required Courses/ Electives	Foreign Language I (recommended)	Foreign Language II (recommended)			FIT: Elective: Fitness			
					OIT 101: Keyboarding & Its Applications			