

# PROGRAM OF STUDY



Career Cluster: Business Management and Administration

Career Cluster Pathway: Business Analysis

This Career Pathway Program of Study can serve as a guide along with other career planning materials as learners continue on a career path. Courses listed within this program are only recommended coursework and should be individualized to meet each learner's education and career goals. **Note:** Many items have links to external resources with more information.

REQUIRED CREDITS	GRADE	English/ Language Arts (4.0 credits)	Social Studies (2.5 credits)	Math (2.0 credits)*	Science (2.0 credits)	Fine Arts (1.0 credits)	Health/ Fitness (2.5 credits)**	Electives (6.5 credits)	Related Career & Technical/ Occupational (1.0 credits)  Certificate and Tech Prep (notation on HS and TP alignment)	SAMPLE Occupations Relating To This Pathway  (*indicates job in high demand) (⊙ indicates a "green" job)
SECONDARY SAMPLE COURSE OFFERINGS	9	English 1 or Honors English 1	Pacific Northwest History (.5)	Algebra I  Geometry	Integrated Science or Adv Int Science		Health (.5)		<b>ASD CTE COURSE OPTIONS</b>  Digital Communications/ Digitools Intro to Banking and Finance Advanced Banking and Finance Marketing/School Store Business Communications Accounting I Accounting II Car Care Introduction to Auto Tech Auto Tech Advanced/Cooperative Work Experience Economics Economics II Work Based Learning CTE Grad Project  <b>LEADERSHIP</b>  FBLA Skills USA  <b>TECH PREP ARTICULATIONS</b>  Digital Communications/Digitools – Grays Harbor College (3cr.)  Auto Tech Advanced – Grays Harbor College (5cr.)  <b>CERTIFICATION</b>  MOS Certification VITA Tax Certification Work Readiness Credential	<b>Considerable Preparation</b> <ul style="list-style-type: none"> <li>• Budget Analysts*</li> <li>• Business Analyst</li> <li>⊙ Carbon Emissions Specialist</li> <li>• CTE Teacher</li> <li>⊙ Emission Reduction Project Developer Specialist</li> <li>⊙ Emission Reduction Project Manager</li> <li>⊙ Emissions Reduction Credit Marketer &amp; Market Analyst</li> <li>⊙ Emissions Reduction Credit Portfolio Manager</li> <li>⊙ Energy Trading Specialist</li> <li>• Management Analysts*</li> <li>⊙ Market &amp; Rate Analyst</li> <li>• Marketing Analyst</li> <li>⊙ Power Marketing Specialist</li> <li>• Price Analyst</li> <li>• Product Manager</li> <li>• Systems Analyst</li> </ul> <b>Extensive Preparation</b> <ul style="list-style-type: none"> <li>• Statisticians *</li> <li>• Operations Research Analysts</li> <li>⊙ Economist</li> </ul>
	10	English 2 or Honors English 2	US History	*Class of 2013 (add't 1.0 credit)  or Algebra II  or Pre-Calculus	Biology <u>or</u> AP Biology <u>or</u> Biotechnology <u>or</u> Horticulture <u>or</u> Natural Resources I	Credits from Art Courses  or CTE Equivalent	Credits from Health and Fitness Courses	Elective courses (6.5)  and Project Me  and Other CAA requirements		
	11	English Electives or Business English	World History <u>or</u> Economics <u>or</u> Economics II	or Calculus  or CTE Equivalent				**Successfully completing two years of physical education and one semester of health is required for high school graduation.		
	12	English Electives or Business English	World History <u>or</u> Economics <u>or</u> Economics II <u>and</u> CWP	(Students must pass a math competency test or have four years of math credits.)	Science Electives					

<b>Technical Certification</b> <i>(instruction provided through certified training and/or testing centers)</i>	<b>Apprenticeship Opportunities</b>	<b>2-yr or ATA Degree</b> <i>(Find specific colleges at <a href="http://www.checkoutacollege.com">www.checkoutacollege.com</a>)</i>	<b>4 –yr Degree or Advanced Training</b>
<p><b><u>Microsoft Office Specialist</u></b></p> <ul style="list-style-type: none"> <li>• Word</li> <li>• PowerPoint</li> <li>• Outlook</li> <li>• Excel</li> <li>• Access</li> </ul>	<p>To learn more about Apprenticeship, visit <a href="#">Labor and Industries</a> website.</p> <p>This pathway does not currently have any active apprenticeships.</p>		<p><b><u>Washington 4-yr Private and Public Schools offer a variety of degrees related to Business Management and Administration:</u></b></p> <ul style="list-style-type: none"> <li>• Accounting</li> <li>• <b>Business (general)</b></li> <li>• Business Administration and Management</li> <li>• Communications, General Education – Business and Marketing</li> <li>• Enterprise management and Operation (general)</li> <li>• Finance</li> <li>• Human Resource Management</li> <li>• International Business</li> <li>• <b>Mathematical Statistics and Probability</b></li> <li>• Public Relations and Organizational Communications</li> </ul> <p><b><u>CTE Secondary Education Teacher</u></b></p> <ul style="list-style-type: none"> <li>• Education Degree in a CTE program area with 2000 hours of related work experience</li> <li>• Industry Route Certificate requires 6000 hours of work experience in the field and completion of a state approved CTE Preparation Program along with passage of Basic Skills Math and English</li> </ul>

\*Data acquired from [www.workforceexplorer.com](http://www.workforceexplorer.com), [www.sbctc.edu](http://www.sbctc.edu), [www.careerclusters.org](http://www.careerclusters.org), and [www.edf.org/cagreenjobs](http://www.edf.org/cagreenjobs),

Adapted from <http://www.nthurston.k12.wa.us/education/components/scrabbook/default.php?sectiondetailid=34988>