

# PROGRAM OF STUDY



**Career Cluster:** Business Management and Administration  
Management & Accounting

**Career Cluster Pathway:** Business Financial

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)	
<b>SECONDARY SAMPLE COURSE OFFERINGS</b>	9	English 1 or Honors English 1	Pacific Northwest History (.5)	Algebra I  Geometry	Integrated Science or Adv Int Science	Credits from Art Courses  or  CTE Equivalent	Health (.5)	Elective courses (6.5)  and Project Me  and Other CAA requirements	<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 Economics Economics II Yearbook Work Based Learning CTE Grad Project  <b>LEADERSHIP</b>  FBLA Skills USA  <b>TECH PREP ARTICULATIONS</b>  Digital Communications/Digitools – Grays Harbor College (3cr.)  <b>CERTIFICATION</b>  MOS Certification VITA Tax Certification Work Readiness Credential	<b>Some Preparation</b> <ul style="list-style-type: none"> <li>Data Entry Keyers*</li> </ul> <b>Medium Preparation</b> <ul style="list-style-type: none"> <li>Bookkeeping, Accounting, and Auditing Clerks*</li> <li>Accounting Supervisors</li> <li>Adjusters</li> <li>Billing Clerk</li> <li>Payroll and Timekeeping Clerks*</li> <li>Procurement Clerks</li> <li>Tax Preparers</li> <li>Bookkeepers</li> </ul> <b>Considerable Preparation</b> <ul style="list-style-type: none"> <li>Accountants-CPA</li> <li>Auditors</li> <li>Budget Analysts*</li> <li>Budget Managers</li> <li>Cash Managers</li> <li>Collections Executive</li> <li>Controller</li> <li>Cost Accountant</li> <li>CTE Teacher</li> <li>⊙ Energy Efficiency Finance Manager</li> <li>Finance Director</li> <li>⊙ Market &amp; Rate Analyst</li> <li>Merger and Acquisitions Manager</li> </ul> <b>Extensive Preparation</b> <ul style="list-style-type: none"> <li>Investment Executive</li> <li>Statisticians *</li> <li>Chief Financial Officer</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 or AP Biology or Biotechnology or Horticulture or Natural Resources I		Credits from Health and Fitness Courses				**Successfully completing two years of physical education and one semester of health is required for high school graduation.
	11	English Electives or Business English	World History or Economics or Economics II	or Calculus  or CTE Equivalent							
	12	English Electives or Business English	World History or Economics or Economics II and 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.checkoutcollege.com">www.checkoutcollege.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><b><u>Accounting Technology/ Technician and Bookkeeping</u></b></p> <ul style="list-style-type: none"> <li>• South Puget Sound Community College and various other technical and community colleges</li> </ul> <p><b><u>Financial Services</u></b></p> <ul style="list-style-type: none"> <li>• South Puget Sound Community College and various other technical and community colleges</li> </ul>	<p>To learn more about Apprenticeship, visit <a href="#">Labor and Industries</a> website.</p> <p>Follow these steps to learn about the specific apprenticeships available in this pathway:</p> <p><b>STEP 1:</b> Link to <a href="#">Apprenticeship Registration and Tracking System</a></p> <p><b>STEP 2:</b> Search by using key words below or the SOC code listed</p> <ul style="list-style-type: none"> <li>• Accounts Payable Clerk (43-3031)</li> <li>• Auditor (43-3031)</li> <li>• Payroll Clerk (43-3051)</li> </ul> <p><b>STEP 3:</b> Click “View” and scroll down to find contact name and program standards for qualifications and how to apply</p>	<p><b><u>Accounting Technology/ Technician and Bookkeeping</u></b></p> <ul style="list-style-type: none"> <li>• Grays Harbor College and various other technical and community colleges</li> </ul> <p><b><u>Office Automation/Data Entry/Word Processing</u></b></p> <ul style="list-style-type: none"> <li>• Grays Harbor College and various other technical and community colleges</li> </ul> <p><b><u>Office Mgmt &amp; Supervision</u></b></p> <ul style="list-style-type: none"> <li>• Grays Harbor College and various other technical and community colleges</li> </ul>	<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>• <b>Accounting</b></li> <li>• Business (general)</li> <li>• Business Administration and Management</li> <li>• Communications, General Education – Business and Marketing</li> <li>• Enterprise management and Operation (general)</li> <li>• <b>Finance</b></li> <li>• Human Resource Management</li> <li>• International Business</li> <li>• Mathematical Statistics and Probability</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/scrapbook/default.php?sectiondetailid=34988>