

PROGRAM OF STUDY



Career Cluster: Business Management and Administration

Career Cluster Pathway: Management

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)		ASD CTE COURSE OPTIONS 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 LEADERSHIP FBLA Skills USA TECH PREP ARTICULATIONS Digital Communications/Digitools – Grays Harbor College (3cr.) CERTIFICATION MOS Certification VITA Tax Certification Work Readiness Credential	Medium Preparation <ul style="list-style-type: none"> Agents and Business Managers of Artists, Performers, and Athletes Compensation and Benefits Managers Credit and Collections Managers Facilities Managers First-Line Supervisors/Managers of Housekeeping and Janitorial Workers* First-Line Supervisors/Managers of Office and Administrative Support Workers* Considerable Preparation <ul style="list-style-type: none"> Accounting Managers Accounts Payable Managers Administrative Services Managers CTE Teacher ⊙ Energy Manager and Analyst General & Operations Managers Hospital Manager Management Analysts* Medical and Health Service Managers Meeting and Convention Planners* Operations Manager Public Relations Managers Purchasing Manager Risk Manager Store Manager Training and Development Managers Extensive Preparation <ul style="list-style-type: none"> Chief Executive* ⊙ Director of Wind Development
	10	English 2 or Honors English 2	US History	*Class of 2013 (add't 1.0 credit) Algebra II or	Biology <u>or</u> AP Biology <u>or</u> Biotechnology <u>or</u> Horticulture <u>or</u> Natural Resources I			Elective courses (6.5)		
	11	English Electives or Business English	World History <u>or</u> Economics <u>or</u> Economics II	Pre-Calculus or Calculus or CTE Equivalent		Credits from Art Courses or CTE Equivalent	Credits from Health and Fitness Courses **Successfully completing two years of physical education and one semester of health is required for high school graduation.	Project Me and Other CAA requirements		
	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					

Technical Certification <i>(instruction provided through certified training and/or testing centers)</i>	Apprenticeship Opportunities	2-yr or ATA Degree <i>(Find specific colleges at www.checkoutcollege.com)</i>	4 –yr Degree or Advanced Training
<p>Microsoft Office Specialist</p> <ul style="list-style-type: none"> • Word • PowerPoint • Outlook • Excel • Access 	<p>To learn more about Apprenticeship, visit Labor and Industries website.</p> <p>This pathway does not currently have any active apprenticeships.</p>	<p><u>E-Commerce</u></p> <ul style="list-style-type: none"> • Highline Community College • Skagit Valley Community College • Yakima Valley Community College <p><u>Office Mgmt/ & Supervision</u></p> <ul style="list-style-type: none"> • Grays Harbor College and various other technical and community colleges <p><u>Operations Mgmt & Supervision</u></p> <ul style="list-style-type: none"> • Bellingham Community College • Pierce Community College • South Seattle Community College <p><u>Small Business Mgmt/Entrepreneurship</u></p> <ul style="list-style-type: none"> • Bellevue Community College • Clark College • Clover Park Technical College • Edmonds Community College • Everett Community College • Grays Harbor Community College • Highline Community College • Lake Washington Technical College • North Seattle Community College • Pierce Community College • Shoreline Community College • Skagit Valley Community College • Spokane Community College • Spokane Falls Community College • Tacoma Community College • Whatcom Community College • Yakima Valley Community College <p><u>Tribal Gaming Mgmt</u></p> <ul style="list-style-type: none"> • Wenatchee Valley Community College 	<p><u>Washington 4-yr Private and Public Schools offer a variety of degrees related to Business Management and Administration:</u></p> <ul style="list-style-type: none"> • Accounting • Business (general) • Business Administration and Management • Communications, General Education – Business and Marketing • Enterprise management and Operation (general) • Finance • Human Resource Management • International Business • Mathematical Statistics and Probability • Public Relations and Organizational Communications <p><u>CTE Secondary Education Teacher</u></p> <ul style="list-style-type: none"> • Education Degree in a CTE program area with 2000 hours of related work experience • 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

*Data acquired from www.workforceexplorer.com, www.sbctc.edu, www.careerclusters.org, and www.edf.org/cagreenjobs,

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