



# PROGRAM OF STUDY

Career Cluster: Finance

Career Cluster Pathway: Banking



& Related Services

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)		<u>ASD CTE COURSE OPTIONS</u>  Digital Communications/ Digitools Intro to Banking and Finance Advanced Banking and Finance Marketing/School Store Business Communications Economics Economics II Yearbook Work Based Learning CTE Grad Project  <u>LEADERSHIP</u>  FBLA Skills USA  <u>TECH PREP ARTICULATIONS</u>  Digital Communications/Digitools – Grays Harbor College (3cr.)  <u>CERTIFICATION</u>  MOS Certification VITA Tax Certification Work Readiness Credential	<u>Some Preparation</u> <ul style="list-style-type: none"> <li>• Tellers*</li> <li>• New Accounts Clerks</li> <li>• Data Processor</li> <li>• Customer Service Representative</li> <li>• Credit Report Provider</li> </ul> <u>Medium Preparation</u> <ul style="list-style-type: none"> <li>• Bill and Account Collectors</li> <li>• Personal Financial Advisors</li> <li>• Loan Officers</li> <li>• Computer, Automated Teller, and Office Machine Repairers*</li> <li>• Loan Interviewers and Clerks</li> <li>• Title Examiners, Abstractors, and Searchers</li> <li>• Repossession Agent</li> <li>• Brokerage Clerks</li> <li>• Debt Counselor</li> </ul> <u>Considerable Preparation</u> <ul style="list-style-type: none"> <li>• Accountant</li> <li>• Market Research Analysts*</li> <li>• Financial Manager</li> <li>• Credit Analysts</li> <li>• CTE Teacher</li> <li>• Mortgage Broker</li> <li>• Financial Examiners</li> <li>• Survey Researchers</li> <li>• Loan Counselors</li> <li>• Internal Auditor</li> <li>• Compliance Officer</li> <li>• Branch Manager</li> </ul>
	10	English 2 or Honors English 2	US History	*Class of 2013 (add't 1.0 credit)  Algebra II	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	Credits from Art Courses  or CTE Equivalent	Credits from Health and Fitness Courses	and Project Me		
	12	English Electives or Business English	World History <u>or</u> Economics <u>or</u> Economics II <u>and</u> CWP	Calculus	or	or	**Successfully completing two years of physical education and one semester of health is required for high school graduation.	and Other CAA requirements		
Y ED UC	Technical Certification (instruction provided through certified training and/or testing centers)			Apprenticeship Opportunities			2-yr or ATA Degree (Find specific colleges at <a href="http://www.checkoutcollege.com">www.checkoutcollege.com</a> )		4 –yr Degree or Advanced Training	

<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>Work Readiness Credential</u></b> Requires passing 4 timed exams:</p> <ul style="list-style-type: none"> <li>• Reading - 45 min.</li> <li>• Math - 45 min.</li> <li>• Oral Language - 30 min.</li> <li>• Situational Judgment - 60 min.</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>Banking and Financial Support Services</u></b></p> <ul style="list-style-type: none"> <li>• Lower Columbia College</li> <li>• Renton Technical College</li> <li>• Spokane Community College</li> </ul> <p><b><u>Computer Installation and Repair Technology/Technician</u></b></p> <ul style="list-style-type: none"> <li>• New Horizons Computer Learning Center</li> <li>• Seattle Vocational Institute</li> <li>• Skagit Valley College</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><b><u>Taxation</u></b></p> <ul style="list-style-type: none"> <li>• H&amp;R Block Training Classes</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>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>Banking and Financial Support Services</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>Customer Service Mgmt &amp; Support/Call Center</u></b></p> <ul style="list-style-type: none"> <li>• Clark College</li> <li>• Clover Park Technical College</li> <li>• Highline Community College</li> <li>• North Seattle Community College</li> <li>• Spokane Community College</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>• Accounting</li> <li>• Economics</li> <li>• Finance</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>	
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\*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>

Revised: 1/3/10