



PROGRAM OF STUDY

Career Cluster: Finance

Career Cluster Pathway: Business Financial 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)		<u>ASD CTE COURSE OPTIONS</u> 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 <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"> • Bookkeeper • New Accounts Clerks <u>Medium Preparation</u> <ul style="list-style-type: none"> • Bill and Account Collectors • Personal Financial Advisors • Tax Examiners, Collectors, and Revenue Agents <u>Considerable Preparation</u> <ul style="list-style-type: none"> • Accountant • Auditor • Financial Analysts • CTE Teacher • Controller • Cost Analysts • Credit Analysts • Economist • Financial Examiners • Foreign Exchange Manager <u>Extensive Preparation</u> <ul style="list-style-type: none"> ⊙ Energy Efficiency Finance Manager
	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	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.	and 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	Calculus or CTE Equivalent	Science Electives					
Y ED UC	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><u>Microsoft Office Specialist</u></p> <ul style="list-style-type: none"> • Word • PowerPoint • Outlook • Excel • Access <p><u>Accounting Technology/ Technician and Bookkeeping</u></p> <ul style="list-style-type: none"> • South Puget Sound Community College and various other technical and community colleges <p><u>Financial Services</u></p> <ul style="list-style-type: none"> • South Puget Sound Community College and various other technical and community colleges 	<p>To learn more about Apprenticeship, visit Labor and Industries website.</p> <p>Follow these steps to learn about the specific apprenticeships available in this pathway:</p> <p><u>STEP 1:</u> Link to Apprenticeship Registration and Tracking System</p> <p><u>STEP 2:</u> Search by using key words below or the SOC code listed</p> <ul style="list-style-type: none"> • Auditor (13-2011) <p><u>STEP 3:</u> Click “View” and scroll down to find contact name and program standards for qualifications and how to apply.</p>	<p><u>Accounting Technology/ Technician and Bookkeeping</u></p> <ul style="list-style-type: none"> • Grays Harbor College and various other technical and community colleges <p><u>Banking & Financial Support Services</u></p> <ul style="list-style-type: none"> • Grays Harbor College and various other technical and community colleges <p><u>Customer Service Mgmt & Support/Call Center</u></p> <ul style="list-style-type: none"> • Clark College • Clover Park Technical College • Highline Community College • North Seattle Community College • Spokane 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 • Economics • Finance <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 	
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*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>

Revised: 1/3/10