

# PROGRAM OF STUDY



Career Cluster: Government and Public Administration

Career Cluster Pathway: Governance

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  <i>*Class of 2013 (add't 1.0 credit)</i>	Integrated Science or Adv Int Science		Health (.5)		<b><u>ASD CTE COURSE OPTIONS</u></b>  Digital Communications Digitools Business Communications Business/Personal Law Computer Applications Work Based Learning CTE Grad Project  <b><u>LEADERSHIP</u></b>  FBLA ASB Skills USA  <b><u>TECH PREP ARTICULATIONS</u></b>  Digital Communications/Digitools – Grays Harbor College (3cr.)  Computer Applications – Grays Harbor College (12cr.)  <b><u>CERTIFICATIONS</u></b>  MOS Certification Work Readiness Credential	<b><u>Little or No Preparation</u></b> ● Page  <b><u>Some Preparation</u></b> ● Legislative Aide ● Legislative Assistant  <b><u>Considerable Preparation</u></b> ● Assistant, Deputy, or Chief of Staff ● Cabinet Level Secretary ● Commissioner (County, Parish, City) ● Commissioner (State Agency) ● Congressional Aide ● Governor ● Lieutenant Governor ● Lobbyist ● Mayor ● Policy Advisor ● Representative (Fed/State) ● Senator (Fed/State)  <b><u>Extensive Preparation</u></b> ● Chief Executives * ● President ● Vice President	
	10	English 2 or Honors English 2	US History	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	Credits from Health and Fitness Courses		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	CTE Equivalent	CTE Equivalent	**Successfully completing two years of physical education and one semester of health is required for high school graduation.	Other CAA requirements		
<b>Y ED UC</b>	<b>Technical Certification</b> (instruction provided through certified training and/or testing centers)			<b>Apprenticeship Opportunities</b>			<b>2-yr or ATA Degree</b> (Find specific colleges at <a href="http://www.checkoutcollege.com">www.checkoutcollege.com</a> )		<b>4 –yr Degree or Advanced Training</b>		

To learn more about Apprenticeship, visit [Labor and Industries](#) website.

This pathway does not currently have any active apprenticeships.

**Administrative Assistant and Secretarial Science, General**

- Various technical and community colleges

**Legal Administrative Assistant**

- Grays Harbor College and various other technical and community colleges

**Office Mgmt & Supervision**

- Grays Harbor College and various other technical and community colleges

**Paralegal**

- Grays Harbor College and various other technical and community colleges

**Washington 4-yr Private and Public Schools offer a variety of degrees related to Management and Administration:**

- Business (general)
- **Business Administration and Management**
- Communications, General Education – Business and Marketing
- **Enterprise Management and Operation (general)**
- **Entrepreneurship**
- Finance
- **Human Resource Management**
- International Business
- **Public Administration**
- Public Relations and Organizational Communications

**Law (LL.B., J.D.)**

- Gonzaga University
- Seattle University
- University of Washington-Seattle Campus

**Legal professions and studies**

- Eastern Washington University
- Gonzaga University
- Seattle University
- University of Washington-Seattle Campus

**Pre-Law**

- Eastern Washington University