

# PROGRAM OF STUDY



Career Cluster: Government and Public Administration

Career Cluster Pathway: Revenue and Taxation

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		Health (.5)		<b><u>ASD CTE COURSE OPTIONS</u></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 Work Based Learning CTE Grad Project  <b><u>LEADERSHIP</u></b>  FBLA Skills USA  <b><u>TECH PREP ARTICULATIONS</u></b>  Digital Communications/Digitools – Grays Harbor College (3cr.)  <b><u>CERTIFICATION</u></b>  MOS Certification VITA Tax Certification Work Readiness Credential	<b><u>Some Preparation</u></b> <ul style="list-style-type: none"> <li>• Tax Examiner/Assistant/Clerk</li> </ul> <b><u>Considerable Preparation</u></b> <ul style="list-style-type: none"> <li>• Assessor</li> <li>• Inspector General</li> <li>• Internal Revenue Investigator</li> <li>• Revenue Agent/Officer</li> <li>• Tax Attorney</li> <li>• Tax Auditor</li> </ul> <b><u>Extensive Preparation</u></b> <ul style="list-style-type: none"> <li>• Tax Policy Analyst</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  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.	Project Me  <b>and</b>  Other CAA requirements		
	12	English Electives or Business English	World History <u>or</u> Economics <u>or</u> Economics II <b>and</b> CWP	CTE Equivalent  (Students must pass a math competency test or have four years of math credits.)	Science Electives					
<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.

Follow these steps to learn about the specific apprenticeships available in this pathway:

**STEP 1:** Link to [Apprenticeship Registration and Tracking System](#)

**STEP 2:** Search by using key words below or the SOC code listed

- Auditor (13-2011)

**STEP 3:** Click “View” and scroll down to find contact name and program standards for qualifications and how to apply)

**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