



# Business - PROGRAM OF STUDY

(an educational planning guide for High School and Beyond)



Career Cluster: Business Management & Administration

Career Cluster Pathway: Administration & Information Support

This Career Pathway Program of Study can serve as a guide along with other career planning materials as learners continue on a career path. The courses listed are only recommended coursework and should be individualized to meet each student's High School & beyond plan (HS&BP). Personalized Pathway Requirement (PPR) are related courses that lead to a specific post high school career or educational outcome chosen by the student based on the student's interests and HS&BP, may include Career and Technical Education, and are intended to provide a focus for the student's learning.

EDUCATION LEVELS	GRADE	English/ Language Arts 4 credits	Math 3 credits	Science 3 credits (2 lab)	Social Studies/ Sciences 3 credits	Fitness & Health 2 credits (1.5 fitness/ .5 Health)	Visual or Performing Arts 2 credits (1 PPR)	Career & Technical Courses 2 credits	Other Required Courses, Electives 4 credits (4 can be PPR or 2 PPR & 2 World Language)	Complete a certification or training program during high school at Cascadia Tech (see credit equivalencies at the bottom of this page)	SAMPLE Occupations Relating To This Pathway	
<i>Interest Inventory Administered and High School &amp; Beyond Plan Initiated for all Learners pre-high school and throughout- Academic/Career Advisement Provided</i>												
<b>SECONDARY</b>	<b>9</b>	English 9 or equivalent	Algebra 1 or Applied Algebra	Essentials of Physics or equivalent		PE & *Family Health		Choose 2 semester elective credits in <b>PPR</b> Computer Apps 1 & 2** (up to 11 college credits for 2 semesters) & WL if attending university	MOS Certification (Word, PPT, Excel, Access, Outlook)	<p><b>Some Preparation</b></p> <ul style="list-style-type: none"> <li>• Bookkeeper</li> <li>• Receptionist</li> <li>• Retail Sales Assoc.</li> <li>• New Accounts Clerks</li> </ul> <p><b>Medium Preparation</b></p> <ul style="list-style-type: none"> <li>• Entrepreneur</li> <li>• Executive Assistant</li> <li>• Convention/Event Planner</li> <li>• Wholesale/Retail Buyer</li> <li>• Web Designer</li> <li>• Office Manager</li> </ul> <p><b>Considerable Prep</b></p> <ul style="list-style-type: none"> <li>• Accountant</li> <li>• Auditor</li> <li>• Human Resources Manager</li> <li>• Budget Analyst*</li> <li>• Financial Analysts</li> <li>• CTE Teacher</li> <li>• Controller</li> <li>• Cost Analysts</li> <li>• Credit Analysts</li> <li>• Economist</li> <li>• Financial Examiners</li> <li>• Finance Director</li> <li>• Market &amp; Rate Analyst</li> <li>• Merger/Acquisition Manager</li> <li>• Risk Manager</li> </ul>		
	<i>College Placement Assessments (PSAT) - Academic/Career Advisement Provided – State assessment (SBA-ELA)</i>											
	<b>10</b>	English 10 or equivalent	Geometry or Applied Geometry	Essentials of Biology or equivalent	World History or Psychology or equivalent	Foundations or other PE option		World Language if attending university or 2 semesters of elective credits or <b>PPR</b> such as Leadership in Project Man				
	<i>College Placement Assessments (SAT &amp; ASVAB) - Academic/Career Advisement Provided - State assessment (SBA-Math)</i>											
	<b>11</b>	English 11 or equivalent	Algebra 2, ***Financial Fitness or 3 <sup>rd</sup> year option Math Course	Essentials of Chemistry or equivalent	US History or equivalent		2 semesters of Art or ( <b>PPR</b> ) → Web Design 1 & 2	→ Or two semesters of World Language				
<i>College Placement Assessments (SAT &amp; ASVAB) - Academic/Career Advisement Provided</i>												
<b>12</b>	English 12 or equivalent			CWP or equivalent		2 semesters of Art or ( <b>PPR</b> ) → Leadership in Project Management	WorkSite Learning	**Administrative Office Professional 1(3 credits <b>PPR</b> )				
<b>Other Requirements</b>	Culminating Project							High School & Beyond Plan				

\* Family Health meets CTE and Health graduation requirements (2 for 1)

\*\*These classes are offered through Cascadia Tech Academy. Each class equals 3 credits for one year. Credits apply towards CTE and elective credit unless there are credit equivalencies in place. For Washougal School District and this pathway is Administrative Office Professional

\*\*\*Articulated college course; transcribed at the partnering college & applied to college certificate or degree program.

POST-SECONDARY	Year 13 & Beyond	Earn a Certificate from a community or technical college and enter the workforce	Earn an Associate's degree from a community or technical college and enter the workforce	Earn a Baccalaureate Degree and enter the workforce	Complete graduate studies and enter the workforce
	Program options	<ul style="list-style-type: none"> <li>Office Software Applications</li> <li>Business Tech Cert                             <ul style="list-style-type: none"> <li>Health Information Specialist</li> <li>Medical Billing/Coding Specialist</li> <li>Medical Billing/Coding Professional</li> <li>Health Information &amp; Informatics Management</li> </ul> </li> <li>Accounting Clerk</li> <li>Accounting Assistant</li> <li>Marketing</li> </ul>	<ul style="list-style-type: none"> <li>Business Administration</li> <li>Business Administration Management</li> <li>Accounting</li> <li>Marketing</li> <li>Business Technology Specialist</li> <li>Entrepreneurship and Small Business Management</li> <li>Project Management</li> </ul>	<ul style="list-style-type: none"> <li>Business Administration:                             <ul style="list-style-type: none"> <li>Accounting</li> <li>Advertising Management</li> <li>Finance</li> <li>Human Resources Management</li> <li>Management &amp; Leadership</li> <li>Marketing</li> </ul> </li> <li>Supply &amp; Logistics Management</li> <li>Business and Marketing Education</li> </ul>	<ul style="list-style-type: none"> <li>Business Administration</li> </ul>
	Location	<ul style="list-style-type: none"> <li>Mt. Hood Community College</li> <li>Clark College</li> <li>ITT Tech</li> </ul>	<ul style="list-style-type: none"> <li>Clark College</li> <li>Lower Columbia Community College</li> <li>Mt. Hood Community College</li> <li>Portland Community College</li> </ul>	<ul style="list-style-type: none"> <li>Washington State University</li> <li>University of Portland</li> <li>Portland State University</li> <li>Central Washington University</li> </ul>	<ul style="list-style-type: none"> <li>Washington State University</li> <li>University of Washington</li> <li>University of Portland</li> <li>Portland State University</li> </ul>

**Note:** The Post-Secondary Options listed above for this Program of Study represent just some examples of options available within our area, including programs where articulation agreements for dual-credit exist between the college and school district. For specific information on articulation agreements with colleges, as well as information on other local and national options available, please visit your school's Career Center.

