

Industry Sector: Finance and Business

Pathway: Business Administration – Account Clerk – Certificate



California Program of Study

Level	Grade	English Language Arts	Math	Social Studies	Science	Career Technical Education Course	Other Required Courses or Recommended Electives	Sample Occupations relating to this pathway (Including SOC Code)	
SECONDARY	9	English	Math	Social Science	Science		Physical Education	Occupations requiring a high school diploma > Retail Clerk > Service Clerk > Fast Foods	
	10	English	Math	World History	Science		Physical Education Visual/Performing Arts or Foreign Language	Occupations requiring some post-secondary > Tax Clerk > Payroll > Data Management Clerk > Management Trainee	
	11	English		US History				Occupations requiring a 2 year Degree > Supervisor Trainer > Bookkeeper > A/R, A/P clerk > Bank Teller	
	12	English (Recommended)		Civics and American Government					
(High School courses listed in the light green and yellow areas are the Minimum State High School Graduation requirements)								Occupations requiring a BA/BS Degree > CPA, CMA > Financial Analyst > Production Supervisor > Marketing Supervisor > Financial Analyst Industry recognized certifications, licenses, credentials or apprenticeships related to this pathway. > CPA > Financial Planner > Enrolled Agent	
	13	As Degree Suggested Course Sequence Years 1&2							
		Fall Year 1		Spring Year 1		Summer	Fall Year 2		Spring Year 2
		BUSAD 161A Small Business Accounting (4)		BUSAD 163 Business Math (3)					
		-or- BUSAD 2A Financial Accounting (4)							
		CCTPG 9 Operating Systems (3)		BUSAD 135 Computerized Accounting (Quick Books) (2)					
		MGMT 114 Values and Ethics in the Workplace (.5)		CCTIS 30 Financial Worksheets (3)					
	14	MGMT 120 Generational Diversity: Managing Cross-Generational Teams (.5)		MGMT 116 Stress Management in the Workplace (.5)					
				MGMT 118 Decision Making in the Workplace (.5)					