

# Industry Sector: Finance and Business

Pathway: Business Administration – Accounting – 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	<b>Occupations requiring a high school diploma</b> <ul style="list-style-type: none"> <li>➤ Retail Clerk</li> <li>➤ Service Clerk</li> <li>➤ Fast Food</li> </ul>	
	10	English	Math	World History	Science		Physical Education Visual/Performing Arts or Foreign Language	<b>Occupations requiring some post-secondary</b> <ul style="list-style-type: none"> <li>➤ Tax Clerk</li> <li>➤ Payroll Clerk</li> <li>➤ Data Management Clerk</li> <li>➤ Management Trainee</li> </ul>	
	11	English		US History				<b>Occupations requiring a 2 year Degree</b> <ul style="list-style-type: none"> <li>➤ Supervisor Trainer</li> <li>➤ Bookkeeper</li> <li>➤ A/R, A/P clerk</li> <li>➤ Bank Teller</li> </ul>	
	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)									
	13	<b>As Degree Suggested Course Sequence Years 1&amp;2</b>							<b>Occupations requiring a BA/BS Degree</b> <ul style="list-style-type: none"> <li>➤ CPA, CMA</li> <li>➤ Financial Analyst</li> <li>➤ Production Supervisor</li> <li>➤ Marketing Supervisor</li> <li>➤ Financial Analyst</li> </ul> <b>Industry recognized certifications, licenses, credentials or apprenticeships related to this pathway.</b> <ul style="list-style-type: none"> <li>➤ CPA</li> <li>➤ Financial Planner</li> <li>➤ Enrolled Agent</li> </ul>
		Fall Year 1		Spring Year 1		Summer	Fall Year 2	Spring Year 2	
		<b>BUSAD 161A</b> Small Business Accounting I (4)		<b>BUSAD 161B</b> Small Business Accounting II (4)			<b>BUSAD 158</b> Payroll Accounting (3)	<b>BUSAD 29</b> -or- <b>CCTIS 29</b> Project Management (3)	
		<b>BUSAD 2A</b> Financial Accounting (4)		<b>BUSAD 2B</b> Managerial Accounting (4)					
		<b>BUSAD 163</b> Business Mathematics (3)		<b>CCTIS 30</b> Financial Worksheets on Computers (3)			<b>BUSAD 164</b> Income Tax (2)	<b>BUSAD 155</b> Computerized Accounting for Business (4)	
		<b>BUSAD 18</b> Business Law (3)							