

# Industry Sector: Management

Pathway: Business Administration – Management – Certificate of Achievement



## 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>➤ Food Service Managers</li> <li>➤ Records Management</li> <li>➤ Property Grounds Management</li> </ul> <b>Occupations requiring some post-secondary</b> <ul style="list-style-type: none"> <li>➤ Gaming Manager</li> <li>➤ Supervisor</li> <li>➤ Data Management</li> </ul>																																													
	10	English	Math	World History	Science		Physical Education	Visual/Performing Arts or Foreign Language																																														
	11	English		US History																																																		
	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> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Fall Year 1</th> <th>Spring Year 1</th> <th>Summer</th> <th>Fall Year 2</th> <th>Spring Year 2</th> </tr> </thead> <tbody> <tr> <td><b>BUSAD 30</b> Principles of Marketing (3)</td> <td><b>BUSAD 161B</b> Small Business Accounting II (4)</td> <td></td> <td><b>BUSAD 18</b> Business Law (3)</td> <td><b>BUSAD 24</b> Human Relations in Organizations (3)</td> </tr> <tr> <td><b>BUSAD 161A</b> Small Business Accounting I (4)</td> <td><b>CCTIS 10</b> Computer Concepts &amp; Information Systems (4)</td> <td></td> <td><b>BUSAD 40</b> Principles of Management (3)</td> <td><b>BUSAD 29 –or– CCTIS 29</b> Project Management</td> </tr> <tr> <td><b>BUSAD 163</b> Business Mathematics (3)</td> <td><b>MGMT 113</b> Attitude in the Workplace (.5)</td> <td></td> <td></td> <td><b>BUSAD 41</b> Small Business Management (3)</td> </tr> <tr> <td><b>MGMT 110</b> Communication in the Workplace (.5)</td> <td><b>MGMT 116</b> Stress Management in the Workplace (.5)</td> <td></td> <td></td> <td></td> </tr> <tr> <td><b>MGMT 111</b> Customer Service (.5)</td> <td><b>MGMT 117</b> Conflict Management (.5)</td> <td></td> <td></td> <td></td> </tr> <tr> <td><b>MGMT 112</b> Team Building (.5)</td> <td><b>MGMT 118</b> Decision-Making in the Workplace (.5)</td> <td></td> <td></td> <td></td> </tr> <tr> <td><b>MGMT 114</b> Values and Ethics in the Workplace (.5)</td> <td><b>MGMT 119</b> Managing Organizational Change (.5)</td> <td></td> <td></td> <td></td> </tr> <tr> <td><b>MGMT 115</b> Time Management (.5)</td> <td><b>MGMT 120</b> Generational Diversity: Managing Cross-Generational Teams (.50)</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>								Fall Year 1	Spring Year 1	Summer	Fall Year 2	Spring Year 2	<b>BUSAD 30</b> Principles of Marketing (3)	<b>BUSAD 161B</b> Small Business Accounting II (4)		<b>BUSAD 18</b> Business Law (3)	<b>BUSAD 24</b> Human Relations in Organizations (3)	<b>BUSAD 161A</b> Small Business Accounting I (4)	<b>CCTIS 10</b> Computer Concepts & Information Systems (4)		<b>BUSAD 40</b> Principles of Management (3)	<b>BUSAD 29 –or– CCTIS 29</b> Project Management	<b>BUSAD 163</b> Business Mathematics (3)	<b>MGMT 113</b> Attitude in the Workplace (.5)			<b>BUSAD 41</b> Small Business Management (3)	<b>MGMT 110</b> Communication in the Workplace (.5)	<b>MGMT 116</b> Stress Management in the Workplace (.5)				<b>MGMT 111</b> Customer Service (.5)	<b>MGMT 117</b> Conflict Management (.5)				<b>MGMT 112</b> Team Building (.5)	<b>MGMT 118</b> Decision-Making in the Workplace (.5)				<b>MGMT 114</b> Values and Ethics in the Workplace (.5)	<b>MGMT 119</b> Managing Organizational Change (.5)				<b>MGMT 115</b> Time Management (.5)	<b>MGMT 120</b> Generational Diversity: Managing Cross-Generational Teams (.50)			
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