

# Industry Sector: Finance and Business

## Pathway: Business Administration – Tax 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		<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>➤ Data Management Clerk</li> <li>➤ Management Trainee</li> <li>➤ Tax Clerk</li> <li>➤ Payroll Clerk</li> </ul>
	11	English		US History					<b>Occupations requiring a 2 year Degree</b> <ul style="list-style-type: none"> <li>➤ Bank Teller</li> <li>➤ Bookkeeper</li> <li>➤ A/R, A/P clerk</li> <li>➤ Supervisor Trainer</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)									<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> <li>➤</li> </ul>
	13	<b>As Degree Suggested Course Sequence Years 1&amp;2</b>							
		<b>Fall Year 1</b>	<b>Spring Year 1</b>		<b>Summer</b>	<b>Fall Year 2</b>	<b>Spring Year 2</b>		
	14	BUSAD 161A Small Business Accounting (4)	BUSAD 24 Human Relations in Organizations (3)						
		-or- BUSAD 2A Accounting (4)							
	BUSAD 163 Business Math (3)	CCTIS 10 Computer Concepts and Information Systems (4)							
	BUSAD 164 Income Tax (2)								