

**CTE PROGRAM OF STUDY: Associate of Science for Transfer, Business Administration**

**Industry Sector: Finance and Business  
Career Pathway: Business Management**



The Academic Senate strongly recommends that high school students take and strive to pass college prep English and mathematics courses all through high school, including four years of progressively more challenging math courses.

Levels	Grade	CTE Courses	English Language Arts	Math	Social Science	Science	Other Required Courses or Recommended Electives	Dual and/or Concurrent Enrollment	Articulated Courses (College Credit for HS Classes)	
Secondary	9	Business Basics or Business Computer Applications	English	Algebra I (UC Approved Business Algebra I recommended)		Physical Science	Physical Education ① Digital Literacy			
	<b>Recommended activities:</b> Get involved in FBLA, DECA, SAGE, YEP, or local Business Entrepreneurship Center. Job Shadow, Internship or Mentorship Activities. Service Learning or Community Service Activities. Participate in Mock Interviews, Application workshops, career fairs/exploration activities. Explore Partnership Academy opportunities in high school district.									
	10	Intro to Business Concepts or Financial Literacy	English	Math Recommended: Geometry	World History	Biological Science	Physical Education			
	<b>Recommended activities:</b> Get involved in FBLA, DECA, SAGE, YEP, SCORE, or local Business Entrepreneurship Center. Job Shadow, Internship or Mentorship Activities. Service Learning, Work Based Learning or Community Service Activities. Participate in Mock Interviews, application workshops, career fairs/activities. Take the PSAT. Explore CTE course opportunities.									
HS	11	Accounting I #, International Business, Finance, or Virtual Enterprise (VE) #	English (Recommended UC Integrated Marketing and English)	Recommend UC Business Algebra II	US History		Foreign Language I or Visual & Performing Arts * (Districts may allow CTE to fulfill this)	① Office Occupations, Forensics, Electronic Communications	* Business Information Systems or Computer Skills or Business Math	Accounting I Virtual Enterprise
	<b>Recommended activities:</b> Get involved in FBLA, DECA, SAGE, YEP, SCORE, or local Business Entrepreneurship Center. Job Shadow, Internship Work Experience, or Mentorship Activities. Service Learning, Work Based Learning or Community Service Activities/Organizations (example: Rotary Interact). Participate in Mock Interviews, application workshops, college and career fairs/exploration. Take the SAT, ACT, and college assessment tests.									
Name	12	Accounting II #, VE#, Small Business Management, Entrepreneurship, or Business and Financial Management	(Recommend English Course or Senior Project)	Recommend UC Business Statistics	Government (semester) Economics (semester)		AP Psychology or AP Economics	② Global Business, Computer Literacy, Business Law, or Financial Sales & Service	* Intro to Business or Business Communication or Statistics or Economics	Accounting II Virtual Enterprise
	<b>Recommended activities:</b> Get involved in YEP, SCORE, or local Business Entrepreneurship Center. Job Shadow, Internship, Work Experience, or Mentorship Activities. Service Learning, Work Based Learning or Community Service Activities/Organizations (example: Rotary Interact). Participate in Mock Interviews, application workshops, college and career fairs/exploration. Take the SAT, ACT, and local community college placement tests in Mathematics and English. Meet with community college counselor to develop an educational plan. Get involved in the CEO club.									

**Legend:**

- ① Course is recommended by industry experts
- # Course is articulated, see comments below.
- ★ Course may be taken via concurrent or dual enrollment
- ⊙ Indicates a course that may satisfy multiple requirements

**AS-T Courses      Additional and Optional Courses .....      General Education Requirements      Occupations Relating to this Pathway**

POST SECONDARY	Grade	AS-T Courses		Additional and Optional Courses .....			General Education Requirements			Occupations Relating to this Pathway	
		Acct 110: Financial Acct and Acct 120: Managerial Acct	...For completion of Local AS/AA Degree (total Units)	...For completion of Achievement Certificate (total units)	...For completion of Skills Certificate (total Units)	Area A English Language Communication & Critical Thinking (9 units)	Area B- Scientific Study & Quantitative Reasoning with 1 lab (9 units)	Area C Arts & Humanities (9 units)	Careers requiring a high school diploma or equivalent	Careers requiring a BA / BS degree	
13		ECON 201: Microeconomics and ECON 202: Macroeconomics				English composition	Mathematics ⊙	Arts	Retail Salesperson Office Receptionist Customer Service Representative Bank Teller Accounting Clerk Cashier Entrepreneur Administrative Assistant	Business Sales Representative Corporate Trainer Risk Management Specialist HR Specialist or Management General Operations Management Sales and Marketing Management Enterprise Management Credit Analyst Financial Advisor Commercial Lender Management Consultant Operations and Supply Chain Manager	
		Bus 12: Business Law or Bus 125: Legal Environments				Oral Communication	Physical Science	Humanities			
		Select 1 from: 1. MATH 140: Business Calculus 2. MATH 110: Statistics 3. MATH 130: Finite Math				Critical Thinking	Life Sciences	Arts or Humanities (recommended foreign language)			
14		Select 2 from: 1. Any math course not selected above 2. Bus 140/ITIS 120: Business Information Systems or Computer Skills 3. BUS 110: Intro to Business or BUS 115: Business Communication				Area D Social Sciences (9units)	Area E Lifelong Learning & Self Development (3 units)	When course requirements are counted for credit in more than one area, i.e. double counted, students must complete additional transferrable units to result in a cumulative total of 60 units.	Careers requiring some post secondary	Careers requiring a BA/BS+ (beyond the scope of this template)	
						US History	Any course in this area to meet requirements (recommended Psychology, Personal Finance, ethics, report writing or any course with a global theme.)		Executive Assistant Bookkeeper Hospitality Management Retail Manager/Business Management Small Business Entrepreneur Loan Officer (with certification) Event Planner Insurance Agent (with certification) International Trade Occupations (with certification) E Commerce	Business or Other Instructor CEO/CFO/COO/COO/CIO Public Relations Advertising Account Executive Certified Financial Analyst Auditor/Controller/Treasurer School Administrator	
						Political Science (American Government) Microeconomics or Macroeconomics ⊙					<b>For students interested in attending a UC Campus, be aware that requirements meeting the CSU GE pattern <i>may vary</i> from IGETC GE requirements. Students are encouraged to consult a college counselor for clarification.</b>
Name	15	Suggested Majors: Business Administration								Careers requiring 2 year degree	
	16	Industry recognized certifications, Credentials, licenses, or apprenticeships related to this pathway		ROP Certificate of Competencies, MOS or IC <sup>2</sup> Certification, Community College Skill or Achievement Certificates, A*S*K Institute Certifications, Keyboarding Certification (local high school), SAM Certification, Recognition by business organizations - DECA, YEP, FBLA, Rotary, or Virtual Enterprise. Additional certifications available via professional organizations						Office Manager Front Line Supervisor Security and Commodity Agent Customer Service Manager Cost Estimator Purchasing/Procurement Agent Marketing/Public Relations Representative	
<p>Comments:</p> <ul style="list-style-type: none"> <li>• Prerequisite requirements may vary by school and may alter the sequence of courses above.</li> <li>• This template is based upon requirements for CSU transfer pattern and assumes that all basic skills (remedial) coursework is completed. Courses with an emphasis in Business are recommended when they are CSU transferrable.</li> <li>• Where there are course numbers identified, the course number references the CID course. Course content for these courses may be found at <a href="http://www.c-id.net/descriptors">www.c-id.net/descriptors</a>. Per Title 5, students may only receive credit for articulated high school work upon completion of a credit by exam mechanism that ensures that the objectives of the community college course have been met. Completion of an articulated course in high school does not guarantee receipt of credit at the community college.</li> </ul>											

