

CORE REQUIREMENTS (courses are listed alphabetically)		Credits
ACCT& 201	Principles of Accounting I	5
<i>or</i> ACCT 100	Introduction to Accounting	3
ACCT 130	QuickBooks Pro	3
BTEC 101	Introduction to Business Computing	5
BTEC 104	Advanced Keyboarding & Microsoft Outlook	3
BTEC 121	Word Processing I	3
BTEC 122	Business Document Design	5
<i>or</i> BTEC 161	Database Management I	3
<i>or</i> BTEC 181	Introduction to Presentation Software	3
OFFAD 105	Records Management	3
OFFAD 150	Office Procedures	5
OFFAD 160	Office Management	5
Subtotal		33-37
GENERAL EDUCATION REQUIREMENTS/RELATED INSTRUCTION		Credits
BUS 100	Business Math (CP)	5
<i>or</i>	Any course designated as Computation on the Related Instruction list (CP)	5
ENGL& 101	English Composition I (CM)	5
<i>or</i> BUS 140	Business Research and Communication (CM)	3
CMST& 230	Small Group Communication (HR)	5
<i>or</i> CMST 245	Introduction to Organizational Communication (HR)	5
<i>or</i> BUS 170	Customer Service for Professionals (HR)	3
Subtotal		11-15
ELECTIVES/COOPERATIVE WORK EXPERIENCE		Credits
CO-OP 180	Preparing for Career Work Experience	1 to 2
<i>or</i> CO-OP 190	Cooperative Education/Internship	1 to 5
Subtotal		1-5
Total		45-57

This document is designed to demonstrate available pathways from high school courses to college programs.

This Program of Study opens opportunities for you at [Bellingham Technical College](#) (BTC) and [Whatcom Community College](#). (WCC) Advisors are available year-round to talk about your college and career goals, and how CTE Dual Credit may help you reach those goals.

Courses highlighted in blue are courses offered for CTE Dual Credit through the Bellingham School District and may grant credit toward the Office Administration Certificate program at WCC. College pathways related to this career cluster for which other course articulations exist include:

Bellingham Technical College

- [Accounting Technician](#)
- [Accounting Assistant Certificate](#)
- [Administrative Assistant](#)
- [Business Management](#)
- [Computer Application Specialist Certificate](#)
- [Computer Software Support](#)
- [Data Entry Specialist Certificate](#)
- [Legal Administrative Assistant](#)
- [Medical Coding & Billing Generalist](#)
- [Medical Receptionist](#)
- [Office Assistant Certificate](#)
- [Receptionist Certificate](#)

Whatcom Community College

- [Associates in Science - Accounting](#)
- [Associates in Science - Finance](#)
- [Accounting Certificate](#)
- [Office Administration Certificate](#)

Sample program requirements are effective 2019. For the most accurate information and to view additional CTE Dual Credit courses available to you, please visit our website: www.btc.edu/CTEDualCredit.

PROGRAM OF STUDY

Career Cluster: Business Management and Administration



Career Cluster Pathway: Administration, Business Information Management, Human Resources, Marketing

This Career Pathway Program of Study can serve as a guide along with other career planning materials as learners continue on a career path. Courses listed within this program are only recommended coursework and should be individualized to meet each learner's education and career goals. This Program of Study should be customized with course titles and appropriate high school graduation requirements as well as college entrance requirements.

SAMPLE Occupations Relating to This Pathway		
Marketing	Administration	Human Resources
Business Information Management	Hotel/Restaurant Management	Sales Specialist

SECONDARY COURSES Articulation/Dual Credit Transcribed-Postsecondary courses may be taken/moved to the secondary level for articulation/dual credit purposes. These courses are not listed in sequence.		
Technical Literacy (0.5)	Marketing (0.5)	Marketing Adv. (0.5)
Financial Algebra (1.0)	Business Law (0.5)	Microsoft Office Specialist (0.5)
Accounting (0.5)	Personal Finance (0.5)	Technical Writing (0.5)
Social Media Marketing (0.5)	Sports Marketing (0.5)	

BPS Graduation Requirements & Credits Class of 2021 and beyond	
English	4.0
Physical Education	1.5
Health	0.5
Science	3.0*
Math	3.0**
Social Studies	3.0***
World Language	2.0
Art	2.0
Career & Technical Education (CTE)/Occupational	1.5
<i>Technical Literacy (0.5)</i> <i>CTE Elective (1.0)</i>	
Other Courses	9.5
Required High School Credits	30
<p>*One credit of science may be met by another science course based on High School and Beyond Plan including parent/guardian signature. See counselor for details.</p> <p>**Algebra II may be met by another third year math course based on student interest and High School and Beyond Plan, including parent/guardian signature. See counselor for details.</p> <p>***Washington State History is required for graduation. District students fulfill this state requirement in Grade 7 Social Studies. Transfer students may need to complete this requirement prior to graduation. See counselor for details.</p>	

Leadership, Dual Credit and Post-Secondary Information	
All plans of study need to meet learners' career goals with regard to required degrees, licenses, certifications or journey worker status. Certain local student organization activities may also be important to include.	
<p>Leadership Programs</p> <p>HOSA – Future Health Professionals</p> <p>DECA - Marketing</p> <p>FFA - Agriculture</p> <p>FCCLA – Family Con. Science</p> <p>FBLA - Business</p> <p>SkillsUSA – Trade and Industry</p> <p>TSA -Technology</p> <p>WVSMA - Sports Medicine</p>	<p>CTE Dual Credit Courses</p> <p>Courses approved for Dual Credit will change from year to year. Learn more about earning college credit in the career center!</p> <p>Technical Certifications, Apprenticeships, 2 year and 4 year college details for all career clusters can be found at the following site:</p> <p>https://www.k12.wa.us/student-success/career-technical-education/career-technical-education-pathways</p>