



Name	Payroll Clerk Certificate
High School(s)	Montgomery High School
School/College/University	Southwestern College

Finance: Payroll Clerk Certificate

Career Pathway Plan of Study for ► Learners ► Parents ► Counselors ► Teachers/Faculty

This Career Pathway Plan of Study (based on the Business Financial Management Pathway of the Finance Career Cluster) can serve as a guide, along with other career planning materials, as learners continue on a career path. Courses listed within this plan are only recommended coursework and should be individualized to meet each learner's educational and career goals. *This Plan of Study, used for learners at an educational institution, should be customized with course titles and appropriate high school graduation requirements as well as college entrance requirements.

EDUCATION LEVELS	GRADE	English/ Language Arts (8 semester credits)	Math (6 semester credits)	Science (4 semester credits)	Health (1 semester)	Social Studies/ Sciences (8semester credits)	Physical Education (4 semester credits)	World Language or Visual/Performing Arts (2 semester credits)	*Career and Technical Courses and/ or Degree Major Courses for Business Financial Management Pathway (12 semester credits)	
Interest Inventory Administered and Plan of Study Initiated for all Learners										
SECONDARY	9	English 9	Algebra	Biology or Earth Science		World Geography	PE 9 PE Athletics	1 year of Language or Visual Performing Arts		
	10	English 10	Formal Geometry	Biology or Chemistry	Comprehensive Health	World History	PE 10 PE Athletics	2nd year of Language or VISUAL PERFORMING ARTS recommended but optional	Intro Course: Intro to Business Management	
	11	English 11	Algebra 2 - Intermediate	Chemistry, Physics or Human Anatomy		US History	Not required		Concentration Course: Financial Services/Sales or Small Business Ownership/Mgmt	
	College Placement Assessments-Academic/Career Advisement Provided									
	12	English 12	Math Analysis or Finite Math recommended but optional	Physics or Human Anatomy recommended but optional		U.S. Government/ Economics (1 semester each)	Not required		Capstone Course: Business Environment 2 or Small Business Ownership/Mgmt	
Articulation/Dual Credit Transcribed-Postsecondary courses may be taken/moved to the secondary level for articulation/dual credit purposes.										
POSTSECONDARY	Freshman Year 1 - 30 units	**Bus 210 Highly Recommended	Bus 183 (3 units)						Accounting 7 (3 units) Accounting 8 (3 units) Accounting 9 (3 units)	
	Sophomore Year 31-60+ units	**								
	Junior Year 60 - 90 Units									
	Senior Year 90 - 120 Units									
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