



# Financial Management and Accounting

**Career Goal (O\*NET Code):** Financial Officer (11-3031), Bookkeeper (43-3021), Billing Clerk (43-1011), Accountant/Auditor (13-2011), Analyst (13-2031).

**Cluster Overview:** Business, Management, and Administration careers encompass planning, organizing, directing and evaluating business functions essential to efficient and productive business operations. Business, Management, and Administration career opportunities are available in every sector of the economy.

## SUGGESTED COURSEWORK      EXTENDED LEARNING EXPERIENCES

<b>High School</b>	9th	<b>Core Courses</b>	English I Algebra I Biology	World Geography Languages other than English I Health/PE or Equivalent	<b>Curricular Experiences:</b> Business Professional of America DECA Future Business Leaders of America  <b>Career Learning Experiences:</b> Career Preparation (Paid/Unpaid) Job Shadowing Internship School-Based Enterprise	<b>Extracurricular Experiences:</b> Academic Decathlon UIL Math Tutor Language Tutor Performing Arts School Class Officer  <b>Service Learning Experiences:</b> Boys and Girls Clubs of America Boy Scouts of America Community Service Volunteer Girl Scouts of the USA
		<b>Career-Related Electives</b>	Introduction to Business AND Recordkeeping or Accounting I or Business and Technical Careers, Business Law AND Business Management			
	10th	<b>Core Courses</b>	English II Geometry Chemistry	World History Languages other than English II Business Computer Information Systems I**		
		<b>Career-Related Electives</b>	Accounting II or Entrepreneurship or Financial Planning AND Fundamentals of E-Commerce or Computer Programming I			
	11th	<b>Core Courses</b>	English III Algebra II Physics	United States History Communication Applications PE or Equivalent		
		<b>Career-Related Electives</b>	Advance Accounting Principles and Concepts or Business Computer Information Systems II or Business Computer Programming I**			
	12th	<b>Core Courses</b>	English IV Precalculus Environmental Systems	Government/Economics Fine Arts		
		<b>Career-Related Electives</b>	Business Communications or related Career Preparation program* or Independent Study or Banking and Financial Systems AND Fundamentals of E-Commerce			
<b>On-the-Job Training</b>	Assistant Bookkeeper Cashier		Accounts Payable Assistant Assistant Billing Clerk	<b>Professional Associations:</b> American Institute of Professional Bookkeepers American Society of Certified Public Accountants American Institute of Certified Public Accountants Association of Accounting Administration Beta Alpha Psi Delta Mu Delta Financial Executive International Institute of Management Accountants National Society for Accountants Phi Beta Lambda		
	NOTE: These experiences may be started and/or completed as part of the high school experience.					
<b>Certificates</b>	Bookkeeping Fundamentals OSHA CareerSafe Internet and Computing Core Certification (IC3)		JAVA Certified Programmer Microsoft Office Specialist (MOS) Oracle Certified Database Associate	<b>Career Options:</b> Bookkeeper      Office Assistant Accounting Clerk      Database Associate Programmer		
	NOTE: Students may earn all or part of these certificates as part of the High School experience.					
<b>Postsecondary</b>	<b>Associate's Degrees</b>	15 hours Core Curriculum including Mathematics for Business and Social Science I (MATH 1X2) AND Mathematics for Business and Social Science II (MATH 1X25) AND Macroeconomics (ECON 2X01) AND Microeconomics (ECON 2X02) <b>Cluster Foundation</b> Business Communications (BUSI 2X04) OR Business Correspondence in Communications (POFT 2X12) OR Communications in Management (BMGT 1X05) OR Communication Skills for Managers (BMGT 1X45) OR Business Computer Applications (BCIS 1X05) OR Micro-Computer Applications (COSC 1X01) OR Computer Applications I (POFI 1X01) Integrated Software Applications I (ITSC 1X09) OR Introduction to Computers (ITSC 1X01) Principles of Accounting - Financial (ACCT 2X01) OR Introduction to Accounting (ACNT 1X03) Principles of Accounting- Managerial (ACCT 2X02) OR Introduction to Accounting II (ACNT 2X04) Business Principles (BUSI 1X01) OR Principles of Business (BUSG 1X01) Business Ethics (BMGT 1X41)      Principles of Management (BMGT 1X27) Coop/Practicum <b>POS Specific Courses</b> Advanced Spreadsheets (ITSW 2X34) OR Introduction to Computerized Accounting (ACNT 1X41) Principles of Finance (BUSG 1X03) OR Personal Finance (BUSI 1X07) Analyzing Financial Statements (BNKG 1X56)      Federal Income Tax Individual (ACNT 1X31) Payroll and Business Tax Accounting (ACNT 1X25)      Cost Accounting (ACNT 2X09) Computerized Accounting Applications (ACNT 1X13)      Business Law (BUSI 2X01) Business Law/Commercial (BUSG 2X17)      Business Law II (BUSI 2X02) Forensic Accounting (ACNT 1X05) Problem Solving & Decision-Making (BMGT 2X03)		<b>Career Options:</b> Adjuster Billing Supervisor  Accountant Mortgage Lender		
		<b>Licenses, Certifications &amp; Credentials</b>		Industry specific		
	<b>Bachelor's Degrees</b>	Finance Business Administration Financial Management		Real Estate Finance Banking Finance Financial Services	<b>Career Options:</b> Financial Accountant      Credit Analyst Auditor      Collections Supervisor Budget Analyst      Real Estate Appraiser Cost Controller	
		Finance Business Administration - Finance Accountancy		Financial and Economics Quantitative Finance Accounting - Government and Not-for-Profit	<b>Career Options:</b> Finance Director Price Analyst      Treasurer Financial Analyst      Corporate Controller Chief Financial Officer      Treasury Analyst	

\* May substitute for the required credit for Physical Education  
 \*\* Satisfies the required credit for Technology Applications  
 \*\*\* May substitute for the required credit for Health Education  
 Students should take Advanced Placement (AP), International Baccalaureate (IB), dual credit, Advanced Technical Credit (ATC), or locally articulated courses, if possible.  
 This plan of study serves as a guide, along with other career planning materials, for pursuing a career path and is based on the most recent information as of 2007. All plans should meet high school graduation requirements as well as college entrance requirements. Students may select other elective courses for personal enrichment purposes.