



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

High School	9th	Core Courses	English I Algebra I Biology	World Geography Languages other than English I Health/PE or Equivalent	Curricular Experiences: Business Professional of America	Extracurricular Experiences: Academic Decathlon UIL Math Tutor Language Tutor Performing Arts School Class Officer							
		Career-Related Electives	Accounting I Business Law AND Business Management										
	10th	Core Courses	English II Geometry Chemistry	World History Languages other than English II Business Computer Information Systems I**									
		Career-Related Electives	Banking and Financial Systems										
	11th	Core Courses	English III Algebra II Physics	United States History Communication Applications PE or Equivalent			Career Learning Experiences: Career Preparation (Paid/Unpaid) Job Shadowing	Service Learning Experiences: Boys and Girls Clubs of America Boy Scouts of America Community Service Volunteer Girl Scouts of the USA					
		Career-Related Electives	Business Computer Information Systems II										
	12th	Core Courses	English IV Precalculus Environmental Systems	Government/Economics Fine Arts									
		Career-Related Electives	Business Education Career Preparation I										
	Postsecondary	On-the-Job Training		Assistant Bookkeeper Cashier					Accounts Payable Assistant Assistant Billing Clerk	Professional Associations: 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.									
Postsecondary	Certificates		Microsoft Office Specialist (MOS) / Internet and Computing Certificate (IC3) / OSHA CareerSafe		Career Options: Bookkeeper Accounting Clerk Programmer	Office Assistant Database Associate							
			NOTE: These certification programs are available at JHS for qualified students with a grade average of 80 or better and a good citizen status of less than 3 tardies and/or 3 unexcused absences during either semester. Exam fees are paid by the Career and Technology Department for qualified students.										
Postsecondary	Associate's Degrees		Accounting Financial Management and Services	Real Estate					Career Options: Adjuster Billing Supervisor		Accountant Mortgage Lender		
		Postsecondary	Bachelor's Degrees									Finance Business Administration Financial Management	Real Estate Finance Banking Finance Financial Services
				Postsecondary			Graduate Degrees					Finance Business Administration - Finance Accountancy	Financial and Economics Quantitative Finance Accounting - Government and Not-for-Profit

* 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.