



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		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	<p>Curricular Experiences: Business Professional of America DECA Future Business Leaders of America</p> <p>Career Learning Experiences: Career Preparation (Paid/Unpaid) Job Shadowing Internship School-Based Enterprise</p>	<p>Extracurricular Experiences: Academic Decathlon UIL Math Tutor Language Tutor Performing Arts School Class Officer</p> <p>Service Learning Experiences: Boys and Girls Clubs of America Boy Scouts of America Community Service Volunteer Girl Scouts of the USA</p>
		Career-Related Electives	Introduction to Business AND Recordkeeping or Accounting I or Business and Technical Careers, 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	Accounting II or Entrepreneurship or Financial Planning AND Fundamentals of E-Commerce or Computer Programming I			
	11th	Core Courses	English III Algebra II Physics	United States History Communication Applications PE or Equivalent		
		Career-Related Electives	Advance Accounting Principles and Concepts or Business Computer Information Systems II or Business Computer Programming I**			
12th	Core Courses	English IV Precalculus Environmental Systems	Government/Economics Fine Arts			
	Career-Related Electives	Business Communications or related Career Preparation program* or Independent Study or Banking and Financial Systems AND Fundamentals of E-Commerce				
Postsecondary	On-the-Job Training	Assistant Bookkeeper Cashier	Accounts Payable Assistant Assistant Billing Clerk	<p>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</p>		
	Certificates	Bookkeeping Fundamentals OSHA CareerSafe Internet and Computing Core Certification (IC3)	JAVA Certified Programmer Microsoft Office Specialist (MOS) Oracle Certified Database Associate			
	Associate's Degrees	Accounting Financial Management and Services	Real Estate			
	Bachelor's Degrees	Finance Business Administration Financial Management	Real Estate Finance Banking Finance Financial Services			
	Graduate Degrees	Finance Business Administration - Finance Accountancy	Financial and Economics Quantitative Finance Accounting - Government and Not-for-Profit			
		<p>Career Options: Bookkeeper Accounting Clerk Programmer</p> <p>Career Options: Adjuster Billing Supervisor</p> <p>Career Options: Financial Accountant Auditor Budget Analyst</p> <p>Career Options: Price Analyst Financial Analyst Chief Financial Officer</p>		<p>Career Options: Office Assistant Database Associate</p> <p>Career Options: Accountant Mortgage Lender</p> <p>Career Options: Credit Analyst Collections Supervisor Real Estate Appraiser Cost Controller</p> <p>Career Options: Finance Director Treasurer Corporate Controller Treasury Analyst</p>		

* 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.