



# Financial Management and Accounting

**Cluster Overview:** Encompass planning, organizing, directing and evaluating business functions essential to efficient and productive business operations.

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

**Student Name:** \_\_\_\_\_

**Grade:** \_\_\_\_\_

**School:** \_\_\_\_\_

## SUGGESTED COURSEWORK

## EXTENDED LEARNING EXPERIENCES

Middle School	8th	<b>HS Courses:</b>			<b>Curricular Experiences:</b> <a href="#">Business Professional of America</a> <a href="#">DECA</a> <a href="#">Future Business Leaders of America</a>	<b>Extracurricular Experiences:</b> Academic Decathlon Language Immersion Programs School Newspaper Student Government UIL Academic Competitions Yearbook
	9th	<b>Core Courses:</b>	English I Algebra I Biology	World Geography Physical Education Languages other than English I		
High School		10th	<b>Core Courses:</b>	English II Geometry Chemistry	World History Languages other than English II	<b>COLLEGE CREDIT OPPORTUNITIES -- High School</b>  Students should take Advanced Placement (AP), International Baccalaureate (IB), dual credit, Advanced Technical Credit (ATC), or locally articulated courses (Tech Prep), if possible. List those courses that count for college credit on your campus.
	<b>Career-Related Electives:</b>		Principles of Business, Marketing and Finance or Introductory Business Documents			
	11th	<b>Core Courses:</b>	English III Algebra II Physics	United States History		
		<b>Career-Related Electives:</b>	Business Information Management II or Accounting II			
12th	<b>Core Courses:</b>	English IV Precalculus Environmental Systems	Government/Economics Fine Arts			
	<b>Career-Related Electives:</b>	Business Law or Career Preparation				
Postsecondary	On-the-Job Training	Assistant Bookkeeper Accounts Payable Assistant Assistant Billing Clerk Cashier  NOTE: These experiences may be started and/or completed as part of the high school experience.			<b>Professional Associations:</b> <a href="#">American Institute of Professional Bookkeepers</a> <a href="#">American Institute of Certified Public Accountants</a> <a href="#">American Women's Society of Certified Public Accountants</a> <a href="#">Association of Accounting Administration</a> <a href="#">Beta Alpha Psi</a> <a href="#">Delta Mu Delta</a> <a href="#">Financial Executives International</a> <a href="#">Institute of Management Accountants</a> <a href="#">National Society of Accountants</a> <a href="#">Phi Beta Lambda</a>	
	Certificates	Bookkeeping Fundamentals Internet and Computing Core NOTE: Students may earn all or part of these certificates as part of the high school experience.		JAVA Programmer Microsoft Office Specialist		Oracle Database Associate OSHA CareerSafe
	Associate Degrees	<a href="#">Accounting</a> <a href="#">Financial Management and Services</a> <a href="#">Real Estate</a>				<b>Career Options:</b> Adjuster Billing Supervisor Accountant Mortgage Lender
Bachelor Degrees	Finance Business Administration		Financial Management Real Estate Finance	Banking Finance Financial Services	<b>Career Options:</b> Financial Accountant Auditor Credit Analyst Collections Supervisor Cost Controller	
	Accountancy Accounting - Government and Not-for-Profit		Business Administration - Finance Financial and Economics	Finance Quantitative Finance	<b>Career Options:</b> Finance Director Corporate Controller Treasury Analyst	

Students may select other elective courses for personal enrichment purposes.

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 2009. All plans meet high school graduation requirements as well as college entrance requirements.