

# Program of Study: Business Accounting



This Program of Study may serve as a graduation guide for the next four plus years, along with other career planning and educational materials. Courses listed in this model may include recommended coursework and should be individualized to students' educational and career goals. Each graduation plan needs to meet minimum high school graduation requirements. Dual Enrollment courses can be high school academic and/or career technical education courses.

Secondary: Business Accounting					Postsecondary		
Course/Grade	Ninth	Tenth	Eleventh	Twelfth	TCC	or AAS	Bachelor of Science
<b>English</b>	9 <sup>th</sup> grade Lit/Composition	10 <sup>th</sup> grade Lit/Composition	American Lit/Composition	World Lit/Composition / British Lit	<b>Entrance or Exit Point</b>	<b>OA31 Office Accounting Specialist</b>  - COMP 1000 Intro to Computer Literacy  - MGMT 1120 Into to Business  - BAFN 1115 Personal Financial Planning OR  - ACCT 2145 Personal Finance  - ACCT 1100 Financial Accounting I **  - ACCT 1115 Computerized Accounting  - ACCT 1105 Financial Accounting II	<b>Entrance or Exit Point</b>  The University System of Georgia offers students' higher education options at 30 institutions throughout the state, providing a wide range of academic programming including certificates and associate, baccalaureate, masters, doctoral and professional degrees.  <a href="https://apps.usg.edu/ords/f?p=118:1:0:::">https://apps.usg.edu/ords/f?p=118:1:0:::</a>
<b>Mathematics</b>	Coordinate Algebra/Algebra I	Analytic Geometry / Geometry	Advanced Algebra/Algebra II	Pre-calculus			
<b>Science</b>	Physical Science	Biology	Chemistry	Physics			
<b>Social Studies</b>	Psychology	World History	US History	Government (½ unit) Economics (½ unit)			
<b>Pathway Completer</b>	<b>Introduction to Business and Technology</b>	<b>Financial Literacy</b>	<b>Principles of Accounting I **</b>	Work-Based Learning, Youth Apprenticeship, or Capstone Project			
<b>Industry Recognized Credential (Pathway Completer)</b>		<a href="#">Visit the End of Pathway Assessment Page</a> (see note below)					
<b>Required/ Selective Electives</b>	Health & Personal Fitness ( <i>can be taken in grades 9-12</i> )	Entrepreneurship	Spanish I	Statistics			
	<b>Modern Language/Latin</b> <i>2 units required for admissions to Georgia University System Colleges/Universities</i> For a listing of Modern Language/Latin courses offered at your high school, please contact your advisor, counselor, or curriculum handbook.		<b>Other Electives</b> For a listing of other elective courses offered at your high school, please check with your advisor, counselor, or curriculum handbook.				

**NOTE:** Students have many options to **ENTER** and **EXIT** from their academic studies into the workforce. When a student graduates from high school, they are eligible to choose one of many **ENTRANCE POINT** options: **1.** Enroll in either a 2 or 4 year post-secondary program; **2.** Enroll in an apprenticeship program or the military; or **3.** Enter the workforce using technical skills learned in high school. When a student finishes a 2- or 4-year degree program, they may choose to **EXIT** and **1.** Enroll in an apprenticeship program or the military; **2.** Enroll in a professional university degree program; or **3.** Enter the workforce using technical skills learned.

## Business Accounting Career Pathway - Industry Credentialing for High School Students

Upon completion of sequenced courses in the Business Accounting Career Pathway, students are eligible to complete the Industry-Recognized student credential for fulfillment of the End of Pathway Assessment. Secondary students completing the Business Accounting pathway will be able to sit for the National Industry Credentialed assessment offered on-line from NOCTI –Accounting Basics and NOCTI – Business Financial Management. Once mastery is reached, students will receive recognition for completion and use this credential in conjunction with their job or continuing training. For specific assessment information, refer to: <http://bit.ly/GAFinance>

\*\* = Statewide Articulation

## Sample High Demand Careers in Georgia

Occupation Specialties	Level of Education Needed	Georgia Average Salary	Annual Average Openings in Georgia	2014 – 2024 Employment Outlook
Financial Managers	Bachelor's Degree	\$106,600	450	High Demand, High Skill
Tax Preparers	High School Diploma	\$44,600	160	High Demand
Financial Analysts	Bachelor's Degree	\$71,600	250	High Demand, High Skill

GDOL Labor Market Explorer

Go to GAfutures at [www.gafutures.org](http://www.gafutures.org) for more information about your education and career planning, including valuable financial information (grants and scholarships including HOPE Program, grants and loans, FAFSA, and CSS forms).

<b>Career Enhancement Opportunities</b>	<b>Career-Related Education Activities</b> <input type="checkbox"/> Career Awareness <input type="checkbox"/> Career Exploration <input type="checkbox"/> Instructional Related <input type="checkbox"/> Connecting <input type="checkbox"/> Work-Based Learning <ul style="list-style-type: none"> <li>• Employability Skill Dev.</li> <li>• Cooperative Education</li> <li>• Internship</li> <li>• Youth Apprenticeship</li> <li>• Clinicals</li> </ul>	<b>Postsecondary Options:</b> <ul style="list-style-type: none"> <li>• 4-Year Universities/Colleges</li> <li>• 2-Year Colleges</li> <li>• Technical Colleges</li> <li>• State Registered Apprenticeships</li> <li>• Special Purpose Schools</li> <li>• On-the-Job Training</li> <li>• Military</li> </ul>	<b>Earning Postsecondary Credits While in High School</b> A vital way to get ahead and realize you can pass college courses is by earning postsecondary credits as a high school student. Georgia offers a dual credit program titled Dual Enrollment. You need to talk with your parents, school counselor, or advisor about the proper courses to take each year in high school and dual credit. Students completing the course work in this Plan, will have earned/completed an Industry Credential, Technical Certificate of Credit (TCC), Associates of Applied Science Degree, and/or Bachelor's Degree.
---	--	---	--

### Postsecondary Transition

- Students who will continue their education in a Program of Study at one of the University System of Georgia institutions should prepare to take the ACT or SAT for admissions. Tests for admissions may vary from institution to institution. Contact the selected institution for specific testing information. Additional admissions information can be found at Staying On Course. ([https://www.usg.edu/assets/student\\_affairs/documents/Staying\\_on\\_Course.pdf](https://www.usg.edu/assets/student_affairs/documents/Staying_on_Course.pdf) )
- Students who will continue their education in a Program of Study at one of the Technical College System of Georgia institutions should prepare to complete a placement exam.
- Students who will continue their education and training in the US Military should take the ASVAB assessment.
- Students should utilize electronic college and career databases to select the most appropriate postsecondary opportunities to match their selected career field, including registered apprenticeships.
- Georgia's dual-credit programs have been combined into one program entitled Dual Enrollment, in which high school students may earn their high school course credits while taking college courses.

Related Pathway Occupations	Other Related Occupations
<ul style="list-style-type: none"> <li style="margin-right: 10px;">• Accountants</li> <li style="margin-right: 10px;">• Auditors</li> <li style="margin-right: 10px;">• Bookkeeping, Accounting &amp; Auditing Clerks</li> <li style="margin-right: 10px;">• Bill &amp; Account Collectors</li> <li style="margin-right: 10px;">• Budget Analysts</li> <li style="margin-right: 10px;">• Financial Analysts</li> <li>• Purchasing Managers</li> </ul>	<ul style="list-style-type: none"> <li style="margin-right: 10px;">• Agents and Business Managers</li> <li style="margin-right: 10px;">• Appraisers</li> <li style="margin-right: 10px;">• Budget Analysts</li> <li style="margin-right: 10px;">• Claims Adjusters</li> <li>• Credit Counselors</li> </ul> <p style="text-align: right;">*ONET Online</p>

### Business Accounting Pathway Description

Business Accounting applies principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction. Additionally, people in this field are involved in strategic planning and financial literacy, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.

The business accounting field requires the ability to communicate with stockholders or other investors to provide information or to raise capital and to develop or analyze information to assess the current or future financial status of firms. Business accountants need to establish and maintain relationships with individual or business customers or provide assistance with problems these customers may encounter and be able to establish procedures for custody or control of assets, records, loan collateral, or securities to ensure safekeeping.

Other tasks include evaluating financial reporting systems, accounting or collection procedures, or investment activities and make recommendations for changes to procedures, operating systems, budgets, or other financial control functions. At times there may be a need to evaluate networks within communities to find and attract new business, oversee the flow of cash or financial instruments, plan, direct, and coordinate risk and insurance programs of establishments to control risks and losses, and prepare financial or regulatory reports required by laws, regulations, or boards of directors.