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.

<table>
<thead>
<tr>
<th>COURSE/GRADE</th>
<th>NINTH</th>
<th>TENTH</th>
<th>ELEVENTH</th>
<th>TWELFTH</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGLISH</td>
<td>9th grade Lit/Composition</td>
<td>10th grade Lit/Composition</td>
<td>American Lit/Composition</td>
<td>World Lit/Composition / British Lit</td>
</tr>
<tr>
<td>MATHEMATICS</td>
<td>Coordinate Algebra/Algebra I</td>
<td>Analytic Geometry/Geometry</td>
<td>Advanced Algebra/Algebra II</td>
<td>Pre-calculus</td>
</tr>
<tr>
<td>SCIENCE</td>
<td>Physical Science</td>
<td>Biology</td>
<td>Chemistry</td>
<td>Physics</td>
</tr>
<tr>
<td>SOCIAL STUDIES</td>
<td>World History</td>
<td>Psychology</td>
<td>US History</td>
<td>Government (½ unit) Economics (½ unit)</td>
</tr>
</tbody>
</table>

PATHWAY COMPLETER

**Introduction to Business and Technology**

**Financial Literacy**

**Principles of Accounting II**

Another course in focus area, Work-Based Learning, or Youth Apprenticeship

Industry Recognized Credential (Pathway Completer)

Visit the End of Pathway Assessment Page (see note below)

Required/Selective Electives

Health & Personal Fitness (can be taken in grades 9-12)

Legal Environment of Business

Entrepreneurship

Statistics

Modern Language/Latin

2 units required for admissions to Georgia University System Colleges/Universities For a listing of Modern Language/Latin courses offered at your high school, please contact your advisor, counselor, or curriculum handbook.

Other Electives

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 Completers - Industry Credentialing for High School Students

Upon completion of sequenced courses in the Business Accounting 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 Credential 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
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.

### Sample In Demand Careers in Georgia

<table>
<thead>
<tr>
<th>Occupation Specialties</th>
<th>Level of Education Needed</th>
<th>Georgia Average Salary</th>
<th>Annual Average Openings in Georgia</th>
<th>2014 – 2024 Employment Outlook</th>
</tr>
</thead>
<tbody>
<tr>
<td>Financial Managers</td>
<td>Bachelor’s Degree</td>
<td>$106,600</td>
<td>450</td>
<td>In Demand, High Skill, High Wage</td>
</tr>
<tr>
<td>Tax Preparers</td>
<td>High School Diploma</td>
<td>$44,600</td>
<td>160</td>
<td>In Demand, High Skill</td>
</tr>
<tr>
<td>Financial Analysts</td>
<td>Bachelor’s Degree</td>
<td>$71,600</td>
<td>250</td>
<td>High Skill, In Demand</td>
</tr>
<tr>
<td>Bookkeeping, Accounting, Auditing Clerks</td>
<td>Some postsecondary, no degree required</td>
<td>$37,717</td>
<td>4,851</td>
<td>High Skill, In Demand</td>
</tr>
</tbody>
</table>

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).

### Career Enhancement Opportunities

<table>
<thead>
<tr>
<th>Career-Related Education Activities</th>
<th>Postsecondary Options:</th>
<th>Earning Postsecondary Credits While in High School</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Career Awareness</td>
<td>• 4-Year Universities/Colleges</td>
<td>• Dual Enrollment Program</td>
</tr>
<tr>
<td>• Career Exploration</td>
<td>• 2-Year Colleges</td>
<td>• Earn postsecondary credit while in high school</td>
</tr>
<tr>
<td>• Instructional Related</td>
<td>• Technical Colleges</td>
<td>• You can complete</td>
</tr>
<tr>
<td>• Connecting</td>
<td>• State Registered</td>
<td>• Industry Credential</td>
</tr>
<tr>
<td>• Work-Based Learning</td>
<td>• Apprenticeships</td>
<td>• Technical Certificate of Credit (TCC)</td>
</tr>
<tr>
<td>• Employability Skill Dev.</td>
<td>• Special Purpose Schools</td>
<td>• Associates of Applied Science Degree</td>
</tr>
<tr>
<td>• Cooperative Education</td>
<td>• On-the-Job Training</td>
<td>• Bachelor’s Degree</td>
</tr>
<tr>
<td>• Internship</td>
<td>• Military</td>
<td>• Who can help?</td>
</tr>
<tr>
<td>• Youth Apprenticeship</td>
<td></td>
<td>• Parents</td>
</tr>
<tr>
<td>• Clinicals</td>
<td></td>
<td>• School Counselor</td>
</tr>
</tbody>
</table>

### Postsecondary Transition

- University System of Georgia Institutions: Admissions Testing
  - ACT or SAT
  - For More Information:
    - Contact the institution of your choice OR
- Technical College System of Georgia
  - Placement Exam
- United States Military
  - ASVAB Assessment
- Use BRIDGE Law platform to inform decisions on postsecondary opportunities
- Dual Enrollment
  - Earning high school course credits while taking college courses

### Related Pathway Occupations

- Accountants
- Auditors
- Bookkeeping, Accounting & Auditing Clerks
- Budget Analysts
- Financial Analysts
- Bill & Account Collectors
- Purchasing Managers

### Other Related Occupations

- Agents and Business Managers
- Appraisers
- Budget Analysts
- Claims Adjusters
- Credit Counselors

*ONET Online*