

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:					POSTSECONDARY:		
COURSE/ GRADE	NINTH	TENTH	ELEVENTH	TWELFTH		TCC	DIPLOMA OR AAS	BACHELOR OF SCIENCE
ENGLISH	9 th grade Lit/ Composition	10 th grade Lit/ Composition	American Lit/ Composition	World Lit/ Composition / British Lit	Entrance/Exit Point	OA31 TCC Office Accounting Specialist	Entrance/Exit Point	Entrance/Exit Point
MATHEMATICS	Coordinate Algebra / Algebra I	Analytic Geometry / Geometry	Advanced Algebra / Algebra II	Pre-calculus				
SCIENCE	Physical Science	Biology	Chemistry	Physics				
SOCIAL STUDIES	World History	Psychology	US History	Government (½ unit) Economics (½ unit)				
PATHWAY COMPLETER	Introduction to Business and Technology	Financial Literacy	Principles of Accounting I**	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.					
						Find the campus for the TCC options	Find the campus for the Diploma, Degree options	https://apps.ds.usg.edu/ords/ ?p=118:1:0

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 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 In 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	In Demand, High Skill, High Wage
Tax Preparers	High School Diploma	\$44,600	160	In Demand, High Skill
Financial Analysts	Bachelor's Degree	\$71,600	250	High Skill, In Demand
Bookkeeping, Accounting, Auditing Clerks	Some postsecondary, no degree required	\$37,717	4,851	High Skill, In Demand

[Data link here.](#)

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	Career-Related Education Activities <ul style="list-style-type: none"> • Career Awareness • Career Exploration • Instructional Related • Connecting <ul style="list-style-type: none"> • Work-Based Learning • Employability Skill Dev. • Cooperative Education • Internship • Youth Apprenticeship • Clinicals 	Postsecondary Options: <ul style="list-style-type: none"> • 4-Year Universities/Colleges • 2-Year Colleges • Technical Colleges • State Registered Apprenticeships • Special Purpose Schools • On-the-Job Training • Military 	Earning Postsecondary Credits While in High School <ul style="list-style-type: none"> • Dual Enrollment Program • Earn postsecondary credit while in high school • You can complete <ul style="list-style-type: none"> • Industry Credential • Technical Certificate of Credit (TCC) • Associates of Applied Science Degree • Bachelor's Degree • Who can help? <ul style="list-style-type: none"> • Parents • School Counselor • Advisor
	Postsecondary Transition <ul style="list-style-type: none"> • University System of Georgia Institutions: Admissions Testing <ul style="list-style-type: none"> • ACT or SAT • For More Information: <ul style="list-style-type: none"> • Contact the institution of your choice OR • Technical College System of Georgia <ul style="list-style-type: none"> • Placement Exam • United States Military <ul style="list-style-type: none"> • ASVAB Assessment • Use BRIDGE Law platform to inform decisions on postsecondary opportunities • Dual Enrollment <ul style="list-style-type: none"> • Earning high school course credits while taking college courses 		
Related Pathway Occupations		Other Related Occupations	
<ul style="list-style-type: none"> • Accountants • Auditors • Bookkeeping, Accounting & Auditing Clerks • Budget Analysts • Financial Analysts • Bill & Account Collectors • Purchasing Managers 		<ul style="list-style-type: none"> • Agents and Business Managers • Appraisers • Budget Analysts • Claims Adjusters • Credit Counselors 	
*ONET Online			

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.