



ACCOUNTING & FINANCIAL SERVICES

The Accounting & Financial Services program of study teaches how to examine, analyze & interpret financial records. Through this program of study, students will learn the skills necessary to perform financial services, prepare financial statements, interpret accounting records, give advice or audit & evaluate statements prepared by others.

LEVELS	COURSES		
Level 1	Principles of Business Marketing & Finance 1715CT / 9-12	Money Matters 1230CT & 1230A & B / 9-12	BIM I 1240A-B / 9-12 <i>+ Microsoft Office Specialist Word</i>
Level 2	Accounting I 1271CT / 10-12 <i>+ Microsoft Office Specialist Excel</i>	Financial Mathematics 1224CT / 10-12 <i>Prerequisite: Algebra I</i> Math Credit	Banking & Financial Services 1226 / 10-12
Level 3	Accounting II 1272CT / 11-12 <i>Prerequisite: Accounting I</i> <i>+ Microsoft Office Expert Excel</i> Math Credit		
Level 4	Securities & Investments 1225CT / 11-12	Practicum in Entrepreneurship 1722 CA-CB / 11-12 <i>Selection Process</i>	

1 Semester HC	2 Semester HC	1 Semester Ben Barber	2 Semester Ben Barber	Ben Barber or HC
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OCCUPATION	MEDIAN WAGE	ANNUAL OPENINGS	% GROWTH
Accountants & Auditors	\$71,469	14,436	22%
Loan Officers	\$68,598	2,419	19%
Personal Financial Advisors	\$86,965	1,861	52%
Administrative Service Managers	\$96,138	2,277	21%
Insurance Underwriters	\$66,206	594	14%

INDUSTRY BASED CERTIFICATIONS

+ Microsoft Office Specialist Word - BIM I

Successful candidates for this certification exam have a fundamental understanding of the Word environment and the ability to complete tasks independently.

+ Microsoft Office Specialist Excel - Accounting I

Successful candidates for this certification exam have a fundamental understanding of the Excel environment and the ability to complete tasks independently.

+ Microsoft Office Expert Excel - Accounting II

Candidates for this exam must have approximately 150 hours of instruction & hands-on experience with the product. They will create, manage & distribute professional spreadsheets for a variety of specialized purposes & situations.

The district will pay 100% of the cost of the certification test if students can show mastery by passing a certification practice test AND maintain an 80+ overall course grade at the time of the certification test. If students don't meet the requirements above, they must pay 100% of the cost of the certification test.

Students must have successfully completed a level 1 or 2 course AND a level 3 or 4 to take a practicum course.

To earn a CTE endorsement, an MISD student must take 4 or more credits in the same endorsement area, with at least 2 of 4 credits within the same program of study and must include at least one Level 3 or Level 4 CTE course.