



Name _____

Learner ID _____

School/College/University _____

Finance

Career Cluster Plan of Study for ► Learners ► Parents ► Counselors ► Teachers/Faculty

This Career Cluster Plan of Study (based on the Finance Career Cluster) can serve as a guide, along with other career planning materials, as learners continue on a career path. Courses listed within this plan are only recommended coursework and should be individualized to meet each learner's educational and career goals. *This Plan of Study, used for learners at an educational institution, should be customized with course titles and appropriate high school graduation requirements as well as college entrance requirements.

EDUCATION LEVELS	GRADE	English/ Language Arts	Math	Science	Social Studies/ Sciences	Other Required Courses Other Electives Recommended Electives Learner Activities	*Career and Technical Courses and/ or Degree Major Courses for Finance	SAMPLE Occupations Relating to This Career Cluster	
Interest Inventory Administered and Plan of Study Initiated for all Learners									
SECONDARY	9	English 9	Algebra I	Physical Science	World History	1 year World Language, and minimum 1 year CTE course(s) Certain local student organization activities are also important including public speaking, record keeping and work-based experiences.		<ul style="list-style-type: none"> ► Abstractor ► Accountant ► Actuary ► Bill and Account Collector ► Commodities Representative ► Controller ► Credit Analyst ► Debt Counselor ► Economist ► Financial Planner ► Foreign Exchange Manager ► Fund Raiser ► Insurance Broker ► Internal Auditor ► Loan Officer ► Non-Profit Manager ► Tax Examiner ► Title Researcher and Examiner ► Treasurer ► Trust Officer ► Underwriter 	
	10	English 10	Geometry or Honors Geometry	Biology	U.S. History		**Accounting 1 **Accounting 2		
	11	English II	Algebra 2 or Honors Algebra 2	Chemistry or Physics	American Government Economics		**Accounting 3 **Accounting 4		
	College Placement Assessments-Academic/Career Advisement Provided						**Virtual Enterprise Capstone **Business Capstone Experience		
	12	English 12	Pre-Calculus or Honors Pre-Calculus	Physics or other science course	MicroEconomics MacroEconomics Practical Law Sociology				
Articulation/Dual Credit Transcribed-Postsecondary courses may be taken/moved to the secondary level for articulation/dual cr[]									
POSTSECONDARY	Year 13	English Composition English Literature	Algebra or Calculus	Lab Science	Economics Psychology	All plans of study need to meet learners' career goals with regard to required degrees, licenses, certifications or journey worker status. Certain local student organization activities may also be important to include.	Continue courses pertinent to the pathway selected.		
	Year 14	Speech/ Oral Communication Technical Writing			Sociology Public Policy				
	Year 15	Continue courses in the area of specialization.							
	Year 16								

**See course descriptions on page 2.

Finance

Course Descriptions

#1

Accounting 1 introduces students to fundamental accounting principles and procedures providing a sound foundation for further study. Students will analyze financial transactions and prepare financial statements. Students may utilize computer software to apply concepts to real-life situations. At the end of the semester, students will complete the accounting practices for a simulated company, which ties all units of study together. May be taken for 4th year Math credit.

#2

Accounting 2 students will build a better foundation of understanding of accounting for use in college or for owning a business. Students reinforce accounting procedures covered in Accounting 1, as well as analyze accounts, prepare business statements and close accounting books and records for corporations. Specialized areas such as Payroll, Depreciation, Inventory Controls and Taxes are covered. As an enrichment activity to facilitate the processing of accounting data, the course culminates with a real-world accounting project using actual business forms to reinforce basic concepts of the accounting cycle and procedures. May be taken for 4th year Math credit.

#3

Accounting 3 students focus on corporate accounting. This course is excellent preparation for the accounting courses students will take in college. Students completing this course gain a deeper understanding of accounting practices used to plan, organize, interpret and analyze financial systems. Students learn how to set up an automated accounting system for those starting their own businesses or working for other entrepreneurs. Banking systems and procedures are emphasized, giving students a better understanding of the use of credit, the effects of paying/receiving interest, and preparing for one's financial future. The issue of ethics in the field of accounting is examined. The computer is used extensively to analyze transactions and financial statements. May be taken for 4th year Math credit.

#4

Accounting 4 students focus on interpreting and analyzing a corporation's financial information. Students examine a variety of financial tools including stocks, bonds, and mutual funds. Organizing a corporation, acquiring capital, and financial analysis of a corporation are studied. Managerial and cost accounting are emphasized. Students identify how a background in accounting prepares professionals for administrative career opportunities. Job requirements for Certified Public Accountants and Chief Financial Officers are studied and explored through field trips and speakers. Professional accounting organizations are also explored. May be taken for 4th year Math credit.

#5

Virtual Enterprise is a yearlong simulated business that is set up and run by students to prepare them for working in a real business environment. The students determine the nature of their business, its products and services, its management and structure, and learn the daily operations of a business. Students will work along business mentors and other student led virtual corporations on a national and global scale. Opportunities will become available throughout the course for students to participate in trade shows, leadership conferences and regional, state and international competitions. Students will earn a virtual paycheck which they will use for their own personal finances. This capstone course is designed to utilize prior knowledge and skills from previously taken classes in the business department. May be taken for a 4th year math credit.

#6

Business Capstone is an opportunity for business students who have taken a number of business classes to use their skills and knowledge in a paid on-the-job training site. Job placements are determined by the needs of the student, the Capstone coordinators, business contacts, and the jobs the students have had in the past. Students are released one or two class periods each day to allow for 48 hours total of combined school and work. Students work a minimum of 10 hours a week, including Saturdays and Sundays. Students report to class bi-weekly and maintain time sheets that the employers sign to verify hours spent at work. Students take a related concurrent business course during the semester of Capstone. Students are required to have the coordinating teacher visit the job site a minimum of two times a semester, and the employers evaluate students according to job duties and skills listed on the individual training plan.