



**ACCOUNTING
AND FINANCIAL
SERVICES**

ENTREPRENEURSHIP

Accounting and Financial Services

Business and Industry Endorsement



The Accounting and Financial Services program of study teaches how to examine, analyze, and 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 and evaluate statements prepared by others. This program will also introduce students to mathematical modeling tools.

To complete the Program of Study, students must earn four credits in the Program of Study and one of the credits must be an Advanced Level course.

HIGH SCHOOL / INDUSTRY CERTIFICATION	CERTIFICATE / LICENSE*	ASSOCIATE'S DEGREE	BACHELOR'S DEGREE	MASTER'S / DOCTORAL PROFESSIONAL DEGREE	OCCUPATIONS	MEDIAN WAGE	ANNUAL OPENINGS	% GROWTH
QuickBooks Certified User	Certified Management Accountant	Real Estate	Accounting	Financial Accounting	Accountants and Auditors	\$71,469	14,436	22%
Microsoft Office Specialist or Expert - Excel	Certified Internal Auditor	Financial, General		Business Administration	Loan Officers	\$68,598	2,419	19%
Certified Insurance Service Representative	Certified Income Specialist	Financial Planning and Services		Financial Planning	Personal Financial Advisors	\$86,965	1,861	52%
	Certified Public Accountant	Certified Income Specialist			Administrative Service Managers	\$96,138	2,277	21%
					Insurance Underwriters	\$66,206	594	14%
Additional industry based certification information is available from the TEA CTE website.					WORK BASED LEARNING AND EXPANDED LEARNING OPPORTUNITIES			
For more information on postsecondary options for this program of study, visit TXCTE.org.					Exploration Activities: Business Professionals of America (BPA), Future Business Leaders of America (FBLA), and DECA	Work Based Learning Activities: Internship with local accounting firm; Microsoft Office Specialist (MOS) certifications		

Courses in this Program of Study

PRINCIPLES OF BUSINESS, MARKETING & FINANCE

Course # 07082005

Prerequisite: None

Recommended Grade Placement 8

1 CREDIT

This course is designed to give students hands-on application in the study of Business Management, Finance, Marketing, Entrepreneurship, and Business and Information Management.

BUSINESS INFORMATION MANAGEMENT I

Course # 07222225

Recommended Grade Placement 9-11

1 CREDIT

BIM I introduces the basic concepts and skills related to business application. Special emphasis is placed on word processing, spreadsheets, database, presentation, and integrating application software. A windows format is utilized, and Microsoft Office is the current program of choice.

ACCOUNTING I

Course # 07222450

Recommended Grade Placement 10-11

1 CREDIT

This course introduces general accounting concepts, principles, and procedures; emphasizes the need for financial records; provides the fundamental equation and its application to accounting procedures, including the basic steps of the accounting cycle, special journals and ledgers, work sheets, adjusting and closing entries, special problems in the purchase and sale of merchandise, notes and interest, depreciation, accruals and prepaid items, payroll records, and personal income taxes. Accounting develops the knowledge, skills, and attitudes necessary for individuals to conduct personal business or to further an education in the field of accounting. Students complete practice sets or simulations, use calculators, and process some data electronically.

ACCOUNTING II

Course # 07222452

Prerequisite: Accounting I

Recommended Grade Placement 11-12

1 CREDIT

This course provides for review and further development of fundamental accounting principles with extensive use of technology; incorporates complete accounting cycle in relation to formation and dissolution of partnerships. Examines characteristics of corporate organization and ownership, including investments and distribution of earnings; includes adjustments of bad debts, depreciation, depletion of fixed assets, adjusted and accrued income, various methods of inventory control, preparation of business budgets and notes receivable and payable; provides experience in initiating and maintaining an accounting system and in analyzing, interpreting, and synthesizing managerial problems using accounting information as a tool; and develops skill in applying principles used in accounting systems and methods commonly found in business. Accounting II is designed for students interested in studying accounting at the postsecondary level or entering the workforce.

PRACTICUM IN BUSINESS MANAGEMENT

Course # 07227970

Prerequisite: Two credits in the Accounting and Financial Services or Entrepreneurship program of study

Recommended Grade Placement 11-12

2 CREDITS

The practicum or Coop course is a paid or unpaid capstone experience for students participating in a coherent sequence of career and technical education courses in the Business, Marketing & Finance cluster. Students are required to serve in paid or unpaid internship opportunities. A student may repeat this course once for credit provided that the student is experiencing different aspects of the industry and demonstrating proficiency in additional and more advanced knowledge and skills. A student may repeat this course once for credit provided that the student is experiencing different aspects of the industry and demonstrating proficiency in additional and more advanced knowledge and skills.

CAREER PREPARATION I

Course # 07228902

Recommended Grade Placement 11-12

2 CREDITS

Career Preparation I provides opportunities for students to participate in a work-based learning experience that combines classroom instruction with business and industry employment experiences. The goal is to prepare students with a variety of skills for a changing workplace. Career preparation is relevant and rigorous, supports student attainment of academic standards, and effectively prepares students for college and career success.

Recommended Sequence of Courses (Prerequisites noted in course descriptions)

To complete the Program of Study, students must earn four credits in the Program of Study and one of the credits must be an Advanced Level course.

Entry Level Courses	Advanced Courses
Principles of Business, Marketing & Finance	Accounting II
Business Information Management I	Practicum in Business Management
Accounting I	Career Preparation I