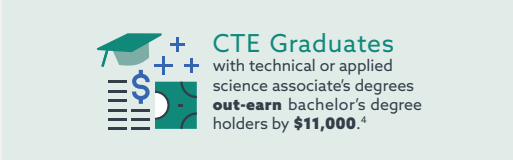




# BUSINESS MANAGEMENT AND FINANCE

## DID YOU KNOW?



<sup>1</sup> Source: My College Options®/ACTE research study (2016). National sample includes 40,192 high school CTE students., <sup>2</sup> Jacobson and Mokher, Florida Study of Career and Technical Education, 2014, as cited in the 2014 National Assessment of CTE Final Report, <sup>3</sup> NRCCUA® and ACTE 2016, <sup>4</sup> Schneider 2013, College Measures

## ACCOUNTING (3-year pathway)

The Accounting program provides courses to prepare high school students for employment and advancement in the business industry. Students learn the accounting cycle, foundations of business, various financial analysis strategies and the methods by which businesses raise capital.

**Industry Certification and Licensure:**  
*Financial Accounting College Level Examination Program (CLEP)*

### Accounting Course Sequence:

- GRADE 10**
  - Principles of Business
  - Administration and Management
- GRADE 11**
  - Principles of Accounting and Finance
- GRADE 12**
  - Advanced Accounting and Accounting Capstone

## BUSINESS ADMINISTRATIVE SERVICES (3-year pathway)

The Business Administrative Services Program provides students with learning experiences to effectively utilize technology in the analysis and communication of ideas, as well as the management, organization, and examination of information for strategic business decision making.

**Industry Certification and Licensure:**  
*Microsoft Office Specialist Certifications in Excel, PowerPoint, Publisher, and Word*

### Business Administrative Course Sequence:

- GRADE 10**
  - Principles of Business
  - Administration and Management
- GRADE 11**
  - Office Systems Management 1
  - Principles of Accounting and Finance
- GRADE 12**
  - Office Systems Management 2

## BUSINESS MANAGEMENT

(3-year pathway)

The Business Management Program provides students with opportunities to develop the necessary skills to be successful business managers and entrepreneurs. This comprehensive program also explores topics such as diversity in the workplace, ethics, employer/employee rights, discrimination, accountability, time management, and setting priorities.

### Industry Certification and Licensure:

- *Principles of Management College Level Examination Program (CLEP)*
- *Assessment of Skills and Knowledge Business Institute Certification Exams*

### Business Management Course Sequence:

#### GRADE 10

- Principles of Business
- Administration and Management

#### GRADE 11

- Advanced Business Management
- Principles of Accounting and Finance

#### GRADE 12

- Business Management Capstone

## FINANCE

(3-year pathway)

The Finance Program, in partnership with NAF Academy of Finance, connects students with the world of finance through the career-focused curriculum. Students will gain critical career knowledge through collaborative projects and work-based learning experiences. Local business partners work with educators to provide a real-world connection to the coursework.

### Industry Certification and Licensure:

*NAF's student certification assessment system validates successful course completion, projects, and internships to signify both college and career readiness.*

### Finance Course Sequence:

#### GRADE 10

- Principles of Finance-NAF
- Financial Planning-NAF

#### GRADE 11

- Principles of Accounting -NAF
- Financial Services-NAF
- Managerial Accounting-NAF
- Applied Finance-NAF
- NAF Internship (Summer)

#### GRADE 12

- Business Economics-NAF
- Ethics in Business-NAF



### Possible College Majors

- Finance
- Accounting
- Business Management
- Business Administration
- International Business
- Marketing



### Possible Careers

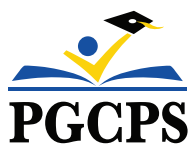
- Accountant
- Certified Public Accountant
- Management Consultant
- Financial Analyst
- Auditor
- Budget Analyst
- Claims Adjuster
- Personal Financial Advisor

### Department of Career and Technical Education

cte.programs@pgcps.org  
301.669.6012

### For Program Specific Information

[www.pgcps.org/cte](http://www.pgcps.org/cte)



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