

This program of study takes students from an introduction of financial management skills to a working understanding of both manual and automated systems. Students learn how to make informed financial decisions and avoid mistakes by understanding their financial options and responsibilities. They learn the essential concepts and procedures of tracking business transactions both normally and using commercial software: Peachtree and Quickbooks. This is an excellent choice for students interested in owning or managing their own business or pursuing a career in business management and accounting.



## Post-secondary Partners

- Bates Technical College
- Clover Park Technical College
- Green River Community College
- Highline Community College
- Pierce College District
- Pierce County Careers Connection
- Renton Technical College
- South King County Tech Prep
- Tacoma Community College



## Sumner School District

*...a great place to learn!*

Career and College Readiness  
1202 Wood Avenue  
Sumner, WA 98390  
(253) 891-6062

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## ***Business Financial Management & Accounting***

The Business, Management and Administration Cluster prepares learners for careers in planning, organizing, directing and evaluating business functions essential to efficient and productive business operations. Employees in the Business Financial Management and Accounting pathway help design, install, maintain and use general accounting systems to prepare, analyze and verify financial reports and related economic information to help make important financial decisions for an organization.





# PROGRAM OF STUDY: Sumner School District

Cluster: Business, Management & Administration

Pathway: Business Financial Management & Accounting

*This Program of Study, along with other career planning materials, can serve as a guide as learners continue on a career path. Courses listed are only recommended and plans should be individualized to meet each learner's educational and career goals. Students should recognize that these are guidelines only and post-secondary requirements may change.*

	Year	English	Math	Science	Other Required Courses	Career Focus Area Courses	Sample Occupations Relating To This Pathway
<b>SECONDARY</b>	9	9 <sup>th</sup> Grade English	Algebra	Physical Lab Science	Career & Tech (Occupational Ed) Health & Fitness	<b>Accounting I &amp; II</b>  <b>Entrepreneurship</b>  <b>Intro to Business and Marketing</b>  <b>Personal/Business Finance</b>  <b>Retail Management</b>  <b>Software Applications</b>  <b>World Language (year I and II)</b>	<b>Requiring Less than a Baccalaureate degree</b> <ul style="list-style-type: none"> <li>• Bookkeeper</li> <li>• Claims Clerk</li> <li>• Loan Processor</li> <li>• Teller</li> <li>• Cash Manager</li> <li>• Financial Assistant</li> <li>• Product Manager</li> </ul>
	10	10 <sup>th</sup> Grade English	Geometry	Biology Chemistry or Physics	US History or Social Studies Elective  Fine, Visual or Performing Arts		
	11	11 <sup>th</sup> Grade English	Advanced Algebra	Anatomy & Physiology Biology Chemistry or Physics	Social Studies Elective or US History  Fitness Elective		
	12	12 <sup>th</sup> Grade English	<b>Financial Math</b> or Pre-Calculus		Contemporary World		
<b>Washington State History &amp; Tech Competency. Include in high school plan if requirement not met in middle school</b>							<b>Requiring Baccalaureate Degree</b> <ul style="list-style-type: none"> <li>• Financial Planner</li> <li>• Accountant</li> <li>• Credit Analyst</li> <li>• Economist</li> <li>• Financial Advisor</li> <li>• Auditor</li> </ul>
Secondary Leadership and Employability Standards are included. <b>Participation in DECA increases Student Opportunities</b>							
Contact postsecondary institutions directly for complete program options and requirements.							
<b>POST-SECONDARY</b>	Year 13/14	<b>Bates:</b> Accounting/Bookkeeping, Administrative Office Assistant <b>Clover Park:</b> Accounting, Retail Management, Business Support Services, Retail Sales Associate <b>Green River:</b> Accounting, Business Education <b>Highline:</b> Accounting, Business, Business Information Technology <b>Pierce:</b> Accounting, Business, Business Information Technology( BTECH) <b>Renton:</b> Business Technology <b>TCC:</b> Accounting Career Training, Business					<b>Requiring more than Baccalaureate</b> <ul style="list-style-type: none"> <li>• Controller</li> <li>• Investment Banker</li> <li>• Certified Public Accountant</li> <li>• Chief Financial Officer</li> </ul>
	Year 15/16	<b>EWU:</b> Business Administration <b>WWU:</b> Accounting, Business Administration <b>CWU:</b> Accounting, Business Administration <b>WSU:</b> Accounting, Management and Operations <b>UW:</b> Business Administration					

**Sumner School District graduation requirements, dual credit courses, required for 4-year colleges**