Key

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Carrer PAthway Academic Required Courses
Career Pathway Recommended Courses/Learner Activities
Articulated Courses
1-year Certificate
AAS Degree
University
Proposed Pathway Course

Glencoe High School

__Financial Service_____

_____Business Management_____

This program of study should serve as a guide, along with other career planning materials, as you continue your career path.
Courses listed within this plan are only recommended coursework and should be individualized coursework to meet each learner's educational and career goals.

Education Levels	Grade	English / Language Arts	Math	Social Studies / Sciences — Science	Other Required Courses and Electives	Career Pathway Core Classes	Recommended Courses and/or Learning Activities	Degree or Diploma
	Grade Level			PROGRAM OF STUDY				
HS	9	English Language Arts 9	Algebra 1 / Intergrated Science	World Studies	PE 1			
	10	English Language Arts 10	Geometry / Biology	American Studies	Health and PE 2	Accounting 1	Marketing 1	Diploma
	11	English Language Arts 11	Algebra 2 / Physics	Social Studies	n	Accounting 2	Personal Finance	
	12	English Language Arts 12 or Humanities	Post Secondary Prep -Additional Year or semester of Math / Post Secondary Prep -Additional Year or semester of Science	Government/ Economics	World Language	Management/Business Seminar		

	TERM			PROGRAM OF STUDY			e	
PCC	FIRST TERM	BA 101 Introduction to Business	BA 111 Introduction to Accounting	BA131 Introduction to Business Technology	OS 131 10 Key on Calculators		**Accounting Clerk one year certificate CIP 520302**	
	SECOND TERM	BA 177 Payroll Accounting	BA 205 Business Communication Using Technology	BA 211 Principles of Accounting 1	Accounting Econ Electives		Minimum 48 credits for Accounting Clerk. As an accounting clerk or bookkeeper you will be responsible for maintaining accounting records of a business, analyze financial records, manage budgets, or may be responsible for specific parts of the records such as accounts payable, accounts receivable or payroll.	
	THIRD TERM	BA 212 Principles of Accounting 2	BA228 Computer Accounting Applications	BA 285 Human Rleations-Organizations	Accounting Clerk Electives			
	FOURTH TERM	CAS 122 or CAS 121 Keyboarding	WR 121 English Composition	Business Program Electives				

	TERM			PROGRAM OF STUDY		TERM	Certificates/Degrees/Occupations	
PCC	FIRST TERM	BA 101 Introduction to Business	BA 111 Introduction to Accounting	CAS 170 or 171 Excel	CAS 216 or 217 Microsoft Word	OS 131 10 Key on Calculators	**Associate of Applied Science**	
	SECOND TERM	BA131 Introduction to Business Technology	BA 211 Principles of Accounting 1	BA 205 Business Communication Using Technology	BA 206 Management Fundamentals			
	THIRD TERM	BA 212 Principles of Accounting 2	BA 226 Business Law 1	WR 121 English Composition	Management Elective Support Elective	Management Support Elective	Minimum 92 credits. Students must also meet Associate Degree Comprehensive Requirements and Associate of Applied Science Requirements. Students must complete a total of sixteen credits of General Education. Some courses specified within the program may be used as General Education. In addition to required courses in the program of study, students must satisfy MTH 58/65 competency. Students should consult with program advisors for course planning. PCC's accounting programs are designed to develop your skills in areas such as: accounting, payroll, computerized accounting application, law, tax, business math, microcomputer applications, financial management, communication, organization, critical thinking and problem-solving. *These courses can be used as General Education credits.	
	FOURTH TERM	BA 224 Human Resource Management	BA 213 Managerial Accounting	BA 228 Computer Accounting Applications	General Ed Credits	Management Elective		
	FIFTH TERM	BA 222 Financial Management	BA 242 Introduction to Investments	BA 285 Human Rleations-Organizations	EC 201* Principles of Economics; Microeconomics	Management Elective		
	SIXTH TERM	EC 202* Principles of Economics: Macroeconomics	General Ed Credits	Management Elective	Management Elective			

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