

Business Administration and Finance

A Program of Study within the Edmonds School District



This Program of Study is connected to the following field(s):

- Arts and Communications
- Business and Marketing
- Engineering and Technology
- Health and Human Services
- Science and Natural Resources

This Program of Study reinforces the following Academic Skills:

- Reading
- Writing
- Mathematics
- Science
- Visual Arts
- Health/Fitness

Description

Through the Business Administration and Finance program of study, students will recognize the power of various types of business applications software, and learn when and how to use each one appropriately to produce professional documents used in a business environment. Students will become proficient in the use of the Microsoft Office Suite, and have opportunity to obtain Microsoft's Office Specialist (MOS) certification. In addition, students will gain a working knowledge of the various steps of the accounting cycle and the purpose of each step, and learn manual and computerized systems for business accounting.

Program of Study Courses (2.0 credits from the following)

Courses within this Program of Study and the schools where they are available are listed below. Courses with an (ID) designation are Intradistrict Course available to all district Juniors and Seniors. Courses with two or more subject areas listed are Equivalency Courses which can satisfy more than one subject requirement. [For information about Equivalency Courses, click here.](#)

| <u>Course(s)</u> | <u>Credits</u> | <u>Subject Area(s)</u> | <u>EW</u> | <u>LH</u> | <u>MD</u> | <u>MT</u> | <u>SL</u> |
|--------------------------------------|----------------|------------------------|-----------|-----------|-----------|-----------|-----------|
| COM100 Computer Applications 1 | .5 | CTE | ■ | ■ | ■ | ■ | |
| COM200 Computer Applications 2 | .5 | CTE | ■ | ■ | ■ | | |
| COM300 Computer Applications 3 | .5 | CTE | ■ | | | | |
| BUS101 Accounting (1st Year) | 1.0 | CTE, Math | ■ | ■ | ■ | ■ | |
| BUS201 Accounting (2nd Year) | 1.0 | CTE, Math | ■ | ■ | | ■ | |
| BUS334 Business Law | .5 | CTE | | ■ | ■ | ■ | |
| BUS361 Math for Business and Finance | 1.0 | CTE, Math | | | | | ■ |

Post-High School Training Connections

The following courses within this program of study are articulated for college credit with multiple programs at Edmonds Community College (EdCC), Lake Washington Technical College (LWTC), and Bellevue Community College (BCC). College credits and courses which may be earned are listed below:

| <u>HS Course</u> | <u>Credits</u> | <u>College</u> | <u>College Courses Earned</u> |
|-------------------------------|----------------|----------------|-------------------------------|
| BUS101 Accounting (1st Year) | 5 | BCC | ACCT101 |
| COM20 Computer Applications 2 | 5 | BCC | BTS161 |
| COM10 Computer Applications 1 | 3 | BCC | BTS101 |
| BUS101 Accounting (1st Year) | 5 | EdCC | ACCT101 |
| COM20 Computer Applications 2 | 10 | EdCC | BSTEC109, 224 |
| COM10 Computer Applications 1 | 5 | EdCC | CIS100 |
| BUS101 Accounting (1st Year) | 5 | LWTC | ACCT111 |
| COM20 Computer Applications 2 | 4 | LWTC | CISA111 |
| COM10 Computer Applications 1 | 2 | LWTC | CISA101 |

Occupational Information

The following represent occupations within this field and their average annual earnings and openings based on data from the Washington State Employment Security Department. For more information about these and other occupations within this field, go to www.wois.org.

| <u>Occupations</u> | <u>Openings</u> | <u>Earnings</u> |
|---|-----------------|-----------------|
| Bookkeeping, Accounting, and Auditing Clerks | 1749 | \$35,025 yr. |
| Executive Secretaries and Administrative Assistants | 753 | \$44,370 yr. |
| Accountants and Auditors | 675 | \$64,043 yr. |
| Loan Officers | 116 | \$58,568 yr. |
| Budget Analysts | 90 | \$62,422 yr. |
| Financial Analysts | 82 | \$77,425 yr. |

For more information about this Program of Study, contact the Instructor or your School Counselor or Career Center Specialist