



Commonwealth of Virginia Plan of Study

Student Name: _____

School: _____

Date: _____

Cluster: Business, Management & Administration

Pathway: Business Administration

This Career Pathway Plan of Study can serve as a guide, along with other career planning materials, as learners continue on a career path. Courses listed within this plan are only recommended coursework and should be individualized to meet each learner's educational and career goals. This Plan of Study, used for learners at an educational institution, should be customized with course titles and appropriate high school graduation requirements as well as college entrance requirements.

EDUCATION LEVELS	GRADE	English/ Language Arts	Mathematics	Science	Social Studies/ Science	Other Required Courses Recommended Electives Learner Activities	Recommended Career and Technical Courses Source: Administrative Planning Guide www.doe.virginia.gov/VDOE/ Instruction/CTE/apg/	SAMPLE – Occupations Relating to This Pathway: www.doe.virginia.gov/VDOE/ Instruction/CTE/career clusters/ www.careerclusters.org www.cteresource.org/cpg/	
Graduation Requirements: http://www.doe.virginia.gov/2plus4in2004/index.shtml									
MIDDLE	7	English	Math 7/3111	4115/Life Science	Social Studies 7/2355	Health & PE	6150 Exploring Keyboarding (18 wks) 6111 Make it Your Business (18 wks)	<ul style="list-style-type: none"> - Accountant - Accounting Clerk - Accounting Supervisor - Accounts Receivable Clerk - Adjuster - Adjustment Clerk - Assistant Treasurer - Auditor - Billing Clerk - Billing Supervisor - Bookkeeper - Budget Analyst - Budget Manager - Cash Manager - Certified Public Accountant - Chief Financial Officer - Collections Executive - Controller - Cost Accountant - Finance Director - Financial Accountant - Investment Executive - Merger and Acquisitions Manager - Payroll Accounting Clerk - Price Analyst - Treasurer 	
	8	English	Math 8/3112	4125/Physical Science 8	Social Studies 8/2220 Civics & Economics	Health & PE	6151 Keyboarding (18 wks) 6160 Digital Input Technologies		
Career Assessment: Administration of a career assessment instrument is appropriate at the middle school level to help students and their parents plan for high school (Virginia's Career Planning System or other assessment product).									
SECONDARY	9	English	Algebra I	Earth Sciences	World History/ Geography	Health & PE (2 years) Foreign Language (3 years) Other Electives to Complement Pathway (Core Academic and CTE):	Introduction .to Computer Applications (6612/ITE115)		
	10	English	Geometry	Biology	World History/ Geography		Business Management (6136/BUS100) Business Law (6132/BUS100)		
	11	English	Algebra II	Chemistry	USVA History		Accounting(6810/ACC211)		
	12	English(DE1600 &DE1601)	Trigonometry/ Advanced Algebra	PreCalculus (DE3230/ MTH163)	USVA Government		Advanced Accounting (6820/ACC212)		
High school courses in the pathway offered locally for college credit should be coded: DE (Dual Enrollment) and/or VC (Validated Credit)									
List related certifications/credentials approved by VDOE and offered locally: http://www.doe.virginia.gov/VDOE/Instruction/CTE/apg/ (Go to Section 9.) Virginia Workplace Readiness Assessment; IC3 Certification; Accounting--Basic Assessment (NOCTI); Accounting—Complete Assessment (NOCTI); Microsoft Office Specialist (MOS); Fundamental Business Concepts (ASK)						Additional Learning Opportunities: CTSO Organization(s): <input type="checkbox"/> DECA <input checked="" type="checkbox"/> FBLA <input type="checkbox"/> FCCLA <input type="checkbox"/> FFA <input type="checkbox"/> FEA <input type="checkbox"/> HOSA <input type="checkbox"/> Skills USA <input type="checkbox"/> TSA			
						Work-Based Learning: <input type="checkbox"/> Career Research <input type="checkbox"/> Cooperative Education <input type="checkbox"/> Internship <input type="checkbox"/> Mentorship <input type="checkbox"/> Job Shadowing <input type="checkbox"/> Service Learning Project <input type="checkbox"/> Student Apprenticeship			
Postsecondary: Placement Assessments such as COMPASS & SAT II						College Entrance Exams such as ACT & SAT			
POSTSECONDARY	SAMPLE POSTSECONDARY PROGRAMS RELATED TO THIS CAREER PATHWAY								
	Individual plans must include locally agreed upon courses at the postsecondary level (See page 2)								
	Pathway	Associate Degree, College Certificate, or Apprenticeship			Bachelors Degree		Postgraduate Degree		
Business Financial Management and Accounting	Business Administration AS (JSRCC)			Business Administration Entrepreneurship & Small Business Management International Management & Economics		Finance Global Marketing Management & Industry Relations			

College: [J. Sargeant Reynolds Community College](#)

School Division(s): _____

Postsecondary: Placement Assessments such as COMPASS & SAT II

POSTSECONDARY - COMMUNITY COLLEGE or APPRENTICESHIP - Determined Locally	Semester	English	Mathematics	Science	Social Studies	Required Courses or Recommended Electives			
	POSTSECONDARY PLAN OF STUDIES MUST INCLUDE POSTSECONDARY ACADEMIC, CTE, AND OTHER ELECTIVE COURSES APPROPRIATE FOR AN ASSOCIATE DEGREE.								
	Year 1 1 st Semester	Eng 111 College Composition I	Math 163 Precalculus (DE3230)		United States History or History of Western Civilization	Intro. To Computer /Concepts(6612/ ITE115)	SDV 100 College Success Skills (DE1602)	BUS 100 Introduction to Business(6136/ 6132)	Personal Wellness Elective
	Year 1 2 nd Semester	Eng 112 College Composition II	Math 270 Applied Calculus(DE3231)		United States History or History of Western Civilization	IT Information Technology Elective	Approved Elective		
	Year 2 1 st Semester	English or American Literature		Approved Laboratory Science	Principles of Economics I (Eco 201/2800)	Principles of Accounting I(ACC211/6810)	Approved Elective		Personal Wellness Elective
Year 2 2 nd Semester	English or American Literature		Approved Laboratory Science	Principles of Economics II (ECO 202/2800)	Principles of Accounting II (ACC212/6820)				

College courses offered locally in the high school for college credit should be coded: DE (Dual Enrollment) and/or VC (Validated Credit)

Related Industry Certifications Available:

Microsoft Office Specialist (MOS)

Additional Suggested Learning Opportunities:

Work-Based Learning:

- Cooperative Education Internship Mentorship
- Job Shadowing Service Learning Project Registered Apprenticeship

UNIVERSITY

University/College: J. Sargeant Reynolds Community College

Degree or Major: Business Administration

Number of Articulated CC Credits:

Notes: