



Management

Cluster Overview: Encompass planning, organizing, directing and evaluating business functions essential to efficient and productive business operations.

Career Goal (O*NET Code): Executive (11-1011), Administrative Services Manager (11-3011), Operations Manager (11-1021), Manager of Production (51-1011), Expediting Clerk (43-5061).

Student Name: _____
Grade: _____
School: _____

SUGGESTED COURSEWORK

EXTENDED LEARNING EXPERIENCES

Middle School	8th	HS Courses:	Touch System Data Entry		Curricular Experiences: Business Professional of America DECA	Extracurricular Experiences: Language Immersion Programs School Newspaper Student Government UIL Academic Competitions Yearbook	
	High School	9th	Core Courses:	English I Algebra I or Geometry Biology			World Geography Languages other than English I Physical Education
Career-Related Electives:			Principles of Business, Marketing & Finance and Business Law				
10th		Core Courses:	English II Geometry or Alg II Chemistry	World History Languages other than English II			
		Career-Related Electives:	Business Information Management or Entrepreneurship or Accounting I				
11th		Core Courses:	English III Algebra II or Pre-Cal Physics or Princ of Technology	United States History Professional Communications			
		Career-Related Electives:	Business Information Management II				
12th	Core Courses:	English IV Alg III, Pre-Calculus, or AP Calculus Science Elective	Government/Economics Fine Arts				
	Career-Related Electives:	Accounting II or Digital and Interactive Media					
On-the-Job Training		Business Assistant	Management Trainee	Reservations Agent	Career Learning Experiences: Career Preparation Job Shadowing Internship	Service Learning Experiences: Boys and Girls Clubs of America Boy Scouts of America Campus Service Organizations Community Service Volunteer Girl Scouts of the USA Peer Mentoring/Peer Tutoring	
		NOTE: These experiences may be started and/or completed as part of the high school experience.					
Certificates		Microsoft Office Specialist	Internet and Computing Core	OSHA CareerSafe	Career Options: Administrative Aide Help Desk Center	COLLEGE CREDIT OPPORTUNITIES -- High School Students should take Advanced Placement (AP), International Baccalaureate (IB), dual credit, Advanced Technical Credit (ATC), or locally articulated courses (Tech Prep), if possible. List those courses that count for college credit on your campus.	
		NOTE: Students may earn all or part of these certificates as part of the high school experience.					
Postsecondary	Associate Degrees	Business Administration and Management Business Communication	Enterprise Management and Operations Information Data Processing Services	International Business Virtual Administrative Office	Career Options: Office Coordinator Data Specialist Public Relations Manager Healthcare Manager Company Executive Management Specialist	Professional Associations: American Management Association American Society of Association Executives Institute of Certified Professional Managers International Facility Management Association Marketing Education Association National Business Education Association National Management Association Phi Beta Lambda Texas Building Owners and Managers Association Texas City Management Association	
	Bachelor Degrees	Applied Business Technology Business Administration Business Sports Management	General Business Healthcare Administration Human Resource Management	International Trade Organizational Administration Organizational Management			First Line Supervisor Business Records Clerk Public Administrator Wholesale Trade Representative Business Representative
	Graduate Degrees	Admin. Information Systems Business Administration International Business Admin.	Labor and Industrial Relations Management Management Leadership	Multinational Operations Organizational Leadership & Ethics Strategic Leadership			Government Administrator Industrial Negotiator Business Professor

Students may select other elective courses for personal enrichment purposes.

This plan of study serves as a guide, along with other career planning materials, for pursuing a career path and is based on the most recent information as of 2009. All plans meet high school graduation requirements as well as college entrance requirements.