



Sales and Service

Course Overview: Focuses on careers in the planning, management, and movement of people, materials, and goods by road, pipeline, air, rail, and water, and related professional and technical support services.

Career Goal (O*NET Code): Sales Manager (11-2022), Sales Representative (41-4011), Clerk (Reservation, Travel, Transportation, Customer, Billing) (43-3021), Marketing Manager (11-2011), Cashier (41-2011).

Student Name: _____
Grade: _____
School: _____

SUGGESTED COURSEWORK

EXTENDED LEARNING EXPERIENCES

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|----------------------------------|--|---|--|--|--|---|
| Middle School | 8th | HS Courses: | Touch Systems Data Entry | | Curricular Experiences: Business Professionals of America SkillsUSA | 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 | | |
| Career-Related Electives: | | | Principles of Transportation, Distribution and Logistics | | | |
| 10th | | Core Courses: | English II Geometry or Alg II Chemistry | World History Languages other than English II | | |
| | | Career-Related Electives: | Principles of Business, Marketing and Finance and Business Law or Marketing | | | |
| 11th | | Core Courses: | English III Algebra II, Pre-Cal, or Math Models Physics or Princ of Technology | United States History Professional Communications | | |
| | | Career-Related Electives: | Business Information Management I or Accounting I | | | |
| 12th | Core Courses: | English IV Alg III, Pre-Calculus, or AP Calculus Science Elective | Government/Economics Fine Arts | | | |
| | Career-Related Electives: | Business Information Systems II or Accounting II | | | | |
| Postsecondary | On-the-Job Training | Automotive Maintenance Technician Automotive Parts Clerk | Reservation Agent Travel Agent | Career Options: Cashier Clerk (Customer, Billing) | Dealership Training/Sales | Professional Associations: Alliance of Automobile Manufacturers American Automobile Association American National Standards Institute American Society for Testing & Materials Automotive Parts & Accessories Association Automotive Service Association Automotive Service Excellence National Automobile Dealers Association Texas Motor Transportation Association |
| | Certificates | Automotive Maintenance Technician Automotive Parts Clerk | Automotive Service Excellence I-CAR | OSHA CareerSafe Reservationist | Career Options: Dealership Technician & Sales Safety Technician | |
| | Associate Degrees | Accounting Applied Automotive Technology | Auto Body Technology Business | Automotive Technology/Diesel & Heavy Equipment Engineering Technology | Career Options: Sales Representative | |
| Bachelor Degrees | Accounting Business Communications | Engineering Industrial Health & Safety | Management Marketing | Career Options: Manager | Occupational Safety and Health Administration | |
| Graduate Degrees | Accounting Business | Communications Engineering | Management Marketing | Career Options: Instructor/Professor | Marketing Manager Research and Development | |

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.

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.