



# Business, Marketing, and Finance Program of Study

## Marquand-Zion High School Career Cluster Program of Study

This Program of Study Template can 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 to meet each learner's educational and career goals. **Ask your high school counselor to help you fill in the required courses you need to graduate.**

| Grade     | English<br>8 semesters  | Math<br>6 semesters   | Science<br>6 semesters   | Social Studies<br>6 semesters  | Other Required Courses,<br>Recommended Electives  | Career & Technical Courses and/or<br>Degree Major Courses  | SAMPLE Occupations<br>Relating to this Pathway   |
|-----------|---|---|--|--|---|--|--|
| <b>9</b>  | Comm Arts I   | High School Math  | High School Science Course   | High School S.S. Course  | Personal Finance<br>Computer Science<br>HS Business electives   | Check with your counselor for course offerings.  | <ul style="list-style-type: none"> <li>▶ Administrative Assistant</li> <li>▶ Advertising Sales Person</li> <li>▶ Auditor</li> <li>▶ Business Consultant</li> <li>▶ Certified Public Accountant</li> <li>▶ Corporate Trainer</li> <li>▶ E-Commerce Analyst</li> <li>▶ Entrepreneur</li> <li>▶ Facilities Manager</li> <li>▶ Finance Director</li> <li>▶ Human Resources Manager</li> <li>▶ Investment Executive</li> <li>▶ Marketing Analyst</li> <li>▶ Medical Transcriptionist</li> <li>▶ Office Manager</li> <li>▶ OSHA/ADA Compliance Officer</li> <li>▶ Personnel Recruiter</li> <li>▶ Public Relations Manager</li> <li>▶ Sales Representative</li> <li>▶ Wholesale and Retail Buyer</li> </ul> |
| <b>10</b> | Comm Arts II  | High School Math  | High School Science Course   | High School S.S. Course  | Personal Finance<br>Computer Science<br>HS Business electives   | Check with your counselor for course offerings.  |  |
| <b>11</b> | Comm Arts III<br>Comm Arts elective<br><br>*English Comp I<br>*Public Speaking        | Pre-College Algebra or high school math course<br><br>*College Algebra<br>*College Trig<br><br>Dual Enrollment:<br>*College Accounting<br>*College Business Stats | High School Science Course<br><br>*MFH General Biology<br><br>Dual Enrollment:<br>Intro to Biological Sciences               | High School S.S. Electives – History & Government<br><br>*College American History I & II, Political Systems | Business electives<br>Accounting<br>Marketing<br>Entrepreneurship<br>Principles of Banking<br>Intro to Computers<br>Microeconomics<br>Macroeconomics<br>Survey of Economics<br>*and many more (Available for Dual Enrollment) | <p><b>*AVCTC CTE Dual Credit Courses Offered:</b><br/>Business Management – Office Systems Technology</p> <p>*Check with your school counselor for dual enrollment classes available through MAC</p> |  |
| <b>12</b> | Senior Comm Arts & Comm Arts elective<br><br>*English Comp II<br>*Intro to Literature | Pre-College Algebra or high school math course<br><br>*College Algebra, *College Trig<br><br>Dual Enrollment:<br>*College Accounting<br>*College Business Stats   | High School Science Course<br><br>*MFH Intro to Chemistry<br><br>Dual Enrollment:<br>*Intro to Ocean.<br>*Intro to Astronomy | High School S.S. Electives – History & Government<br><br>*College American History I & II, Political Systems | Business electives<br>Accounting<br>Marketing<br>Entrepreneurship<br>Principles of Banking<br>Intro to Computers<br>Microeconomics<br>Macroeconomics<br>Survey of Economics<br>*and many more (Available for Dual Enrollment) | <p><b>*AVCTC CTE Dual Credit Courses Offered:</b><br/>Business Management – Office Systems Technology</p> <p>*Check with your school counselor for dual enrollment classes available through MAC</p> |  |

**\*Dual Credit courses can often be substituted for high school credit. Check with your Counselor.**

**\*Dual Enrollment courses can be taken on a MAC Campus or online.**

**Assessments/Certifications:** College Placement Assessments, Compass, ACT, SAT

**Clubs/Extracurricular Activities:** Ask your Counselor what is available at your school.

**CTSO(s):**  FBLA  Skills USA  DECA

**Work-Based Learning:**  After School Employment  Internship/Mentorship  Job Shadowing  Service Learning  Supervised Business Experience

**Business Management and Administration careers encompass planning, organizing, directing and evaluating business functions essential to efficient and productive business operations. Business Management and Administration career opportunities are available in every sector of the economy.**

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|--|--|---|--|--|--|
| <b>Sample Career Specialties / Occupations</b> | <p>Entrepreneur<br/>         Chief Executive Officer<br/>         General Manager<br/>         Accounting Manager<br/>         Accounts Payable Manager<br/>         Assistant Credit Manager<br/>         Billing Manager<br/>         Business &amp; Development Manager<br/>         Compensation &amp; Benefits Manager<br/>         Credit &amp; Collections Manager<br/>         Payroll Manager<br/>         Risk Manager<br/>         Operations Manager<br/>         Public Relations Manager<br/>         Human Resource Manager<br/>         Management Analyst<br/>         Facilities Manager<br/>         Association Manager<br/>         Sports &amp; Entertainment Manager<br/>         Hospital Manager<br/>         Government Manager<br/>         Public Organization Manager<br/>         Manufacturing Manager<br/>         Purchasing Manager<br/>         First Line Supervisor<br/>         Senior Manager<br/>         Management Trainee<br/>         Small Business Owner</p> | <p>Information Systems Manager<br/>         Accounting Clerk<br/>         Accounting Supervisor<br/>         Adjuster<br/>         Chief Technology Officer<br/>         Auditor<br/>         Bookkeeper<br/>         Budget Analyst<br/>         Budget Manager<br/>         Billing Supervisor<br/>         Management Analyst<br/>         Controller<br/>         Merger &amp; Acquisitions Manager<br/>         Price Analyst<br/>         Top Collections Executive<br/>         Information Technology Director<br/>         Chief Financial Officer<br/>         Finance Director<br/>         Certified Public Accountant<br/>         Project Manager<br/>         Cost Accountant<br/>         Librarian<br/>         Payroll Accounting Clerk</p> | <p>Affirmative Action Coordinator<br/>         Compensation &amp; Benefits Manager<br/>         Compensation, Benefits &amp; Job Specialist<br/>         Conciliator/Mediator/Arbitrator<br/>         Corporate Trainer<br/>         Employee Assistance Plan Manager<br/>         Employer Relations Representative<br/>         Employment &amp; Placement Manager<br/>         Employment Interviewer, Private or Public<br/>         Employment Service<br/>         Equal Employment Opportunity Specialist<br/>         Human Resources Assistant<br/>         Human Resources Consultant<br/>         Human Resources Coordinator<br/>         Human Resources Generalist<br/>         Human Resources Information Systems Specialist<br/>         Human Resources Manager<br/>         Identification Clerk<br/>         Industrial Relations Director<br/>         International Human Resources Manager<br/>         Interpreter/Translator<br/>         Labor &amp; Personnel Relations Specialist<br/>         Meeting &amp; Convention Planner<br/>         Occupational Analyst<br/>         Organizational Behaviorist<br/>         OSHA/ADA Compliance Officer<br/>         Pay Equity Officer<br/>         Payroll Professional<br/>         Personnel Recruiter<br/>         Training &amp; Development Manager<br/>         Training &amp; Development Specialist</p> | <p>Agent<br/>         Assistant Department Manager<br/>         Assistant Store Manager<br/>         Broker<br/>         Budget Analyst<br/>         Customer Service Supervisor<br/>         Demonstrator and Product Promoter<br/>         Department Manager<br/>         Director of Non-Profit Agency/Organization<br/>         Distribution Worker<br/>         E-commerce Manager &amp; Entrepreneur<br/>         Industrial Production Manager<br/>         International Distribution Manager<br/>         International Merchandising Manager &amp; Supervisor<br/>         Logistics Manager/Coordinator<br/>         Logistics Manager/Supervisor<br/>         Marketing Information Manager<br/>         Marketing Manager<br/>         Operations Analyst<br/>         Operations Specialties Manager<br/>         Product Manager<br/>         Project Manager<br/>         Public Relations Specialist<br/>         Research &amp; Development Manager<br/>         Sales Manager/Representative<br/>         Salesperson<br/>         Supply Chain Manager<br/>         Traffic, Shipping, &amp; Receiving Clerk<br/>         Training and Development Manager<br/>         Warehouse Manager<br/>         Wholesale &amp; Retail buyer<br/>         Wholesale, Freight, Stocking, Handling<br/>         Material Moving and Packing Worker</p> | <p>Administrative Assistant<br/>         Administrative Support<br/>         Communications<br/>         Equipment Operator<br/>         Computer Operator<br/>         Customer Service Assistant<br/>         Data Entry Specialist<br/>         Desktop Publisher<br/>         Dispatcher<br/>         Executive Assistant<br/>         Information Assistant<br/>         Legal Secretary<br/>         Medical Transcriptionist<br/>         Office Manager<br/>         Paralegal<br/>         Receptionist<br/>         Shipping &amp; Receiving Assistant<br/>         Stenographer<br/>         Word Processor</p> |
| <b>Path-ways</b>                               | <b>General Management</b>  | <b>Business Information Management</b>  | <b>Human Resources Management</b>  | <b>Operations Management</b>   | <b>Administrative Support</b>  |
| <b>Career K&amp;S</b>                          | <p><b>Cluster Knowledge and Skills</b></p> <ul style="list-style-type: none"> <li>•Academic Foundations •Communications •Problem Solving and Critical Thinking •Information Technology Applications • Systems</li> <li>• Safety, Health and Environmental •Leadership and Teamwork •Ethics and Legal Responsibilities</li> <li>•Employability and Career Development •Technical Skills</li> </ul>  |   |  |  |  |