Business, Marketing, and Finance Program of Study  
Valley 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.**

<table>
<thead>
<tr>
<th>Grade</th>
<th>English 8 semesters</th>
<th>Math 6 semesters</th>
<th>Science 6 semesters</th>
<th>Social Studies 6 semesters</th>
<th>Other Required Courses, Recommended Electives</th>
<th>Career &amp; Technical Courses and/or Degree Major Courses</th>
<th>SAMPLE Occupations Relating to this Pathway</th>
</tr>
</thead>
<tbody>
<tr>
<td>9</td>
<td>Comm Arts I</td>
<td>High School Math</td>
<td>High School Science Course</td>
<td>High School S.S. Course</td>
<td>Personal Finance Computer Science HS Business electives</td>
<td>Check with your counselor for course offerings.</td>
<td>◄Administrative Assistant ◄Advertising Sales Person ◄Auditor ◄Business Consultant ◄Certified Public Accountant ◄Corporate Trainer ◄E-Commerce Analyst ◄Entrepreneur ◄Facilities Manager ◄Finance Director ◄Human Resources Manager ◄Investment Executive ◄Marketing Analyst ◄Medical Transcriptionist ◄Office Manager ◄OSHA/ADA Compliance Officer ◄Personnel Recruiter ◄Public Relations Manager ◄Sales Representative ◄Wholesale and Retail Buyer</td>
</tr>
<tr>
<td>10</td>
<td>Comm Arts II</td>
<td>High School Math</td>
<td>High School Science Course</td>
<td>High School S.S. Course</td>
<td>Personal Finance Computer Science HS Business electives</td>
<td>Check with your counselor for course offerings.</td>
<td></td>
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<tr>
<td>11</td>
<td>Comm Arts III Comm Arts elective</td>
<td>Pre-College Algebra or high school math course</td>
<td>*MFH General Biology Dual Enrollment: Intro to Biological Sciences</td>
<td>High School S.S. Electives – History &amp; Government</td>
<td>*College American History I &amp; II, Political Systems</td>
<td>Business electives Accounting Marketing Entrepreneurship Principles of Banking Intro to Computers Microeconomics Macroeconomics Survey of Economics *and many more (Available for Dual Enrollment)</td>
<td>*AVCTC CTE Dual Credit Courses Offered: Business Management – Office Systems Technology *Check with your school counselor for dual enrollment classes available through MAC</td>
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<tr>
<td>12</td>
<td>Senior Comm Arts &amp; Comm Arts elective *English Comp I *Public Speaking</td>
<td>Pre-College Algebra or high school math course</td>
<td>*MFH Intro to Chemistry Dual Enrollment: *Intro to Ocean, *Intro to Astronomy</td>
<td>High School S.S. Electives – History &amp; Government</td>
<td>*College American History I &amp; II, Political Systems</td>
<td>Business electives Accounting Marketing Entrepreneurship Principles of Banking Intro to Computers Microeconomics Macroeconomics Survey of Economics *and many more (Available for Dual Enrollment)</td>
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*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.

### Sample Career Specialties / Occupations

**Entrepreneur**  
Chief Executive Officer  
General Manager  
Accounting Manager  
Assistant Credit Manager  
Billing Manager  
Business & Development Manager  
Compensation & Benefits Manager  
Credit & Collections Manager  
Payroll Manager  
Risk Manager  
Operations Manager  
Public Relations Manager  
Human Resource Manager  
Management Analyst  
Facilities Manager  
Association Manager  
Sports & Entertainment Manager  
Hospital Manager  
Government Manager  
Public Organization Manager  
Manufacturing Manager  
Purchasing Manager  
First Line Supervisor  
Senior Manager  
Management Trainee  
Small Business Owner  

**Information Systems**  
Manager  
Accounting Clerk  
Accounting Supervisor  
Adjuster  
Chief Technology Officer  
Auditor  
Bookkeeper  
Budget Analyst  
Budget Manager  
Billing Supervisor  
Management Analyst  
Controller  
Merger & Acquisitions Manager  
Price Analyst  
Top Collections Executive  
Information Technology Director  
Chief Financial Officer  
Finance Director  
Certified Public Accountant  
Project Manager  
Cost Accountant  
Librarian  
Payroll Accounting Clerk  

**Affirmative Action Coordinator**  
Compensation & Benefits Manager  
Compensation, Benefits & Job Specialist  
Conciliator/Mediator/Arbitrator  
Corporate Trainer  
Employee Assistance Plan Manager  
Employer Relations Representative  
Employment & Placement Manager  
Employment Interviewer, Private or Public  
Employment Service  
Equal Employment Opportunity Specialist  
Human Resources Assistant  
Human Resources Consultant  
Human Resources Coordinator  
Human Resources Generalist  
Human Resources Information Systems Specialist  
Human Resources Manager  
Identification Clerk  
Industrial Relations Director  
International Human Resources Manager  
Interpreter/Translator  
Labor & Personnel Relations Specialist  
Meeting & Convention Planner  
Occupational Analyst  
Organizational Behaviorist  
OSHA/ADA Compliance Officer  
Pay Equity Officer  
Payroll Professional  
Personnel Recruiter  
Training & Development Manager  
Training & Development Specialist  

**Agent**  
Assistant Department Manager  
Assistant Store Manager  
Broker  
Budget Analyst  
Customer Service Supervisor  
Demonstrator and Product Promoter  
Department Manager  
Director of Non-Profit Agency/Organization  
Distribution Worker  
E-commerce Manager & Entrepreneur  
Industrial Production Manager  
International Distribution Manager  
International Merchandising Manager  
& Supervisor  
Logistics Manager/Coordinator  
Logistics Manager/Supervisor  
Marketing Information Manager  
Marketing Manager  
Operations Analyst  
Operations Specialties Manager  
Product Manager  
Project Manager  
Public Relations Specialist  
Research & Development Manager  
Sales Manager/Representative  
Salesperson  
Supply Chain Manager  
Traffic, Shipping, & Receiving Clerk  
Training and Development Manager  
Warehouse Manager  
Wholesale & Retail buyer  
Wholesale, Freight, Stocking, Handling  
Material Moving and Packing Worker  

**Administrative Assistant**  
Administrative Support  
Communications  
Equipment Operator  
Computer Operator  
Customer Service Assistant  
Data Entry Specialist  
Desktop Publisher  
Dispatcher  
Executive Assistant  
Information Assistant  
Legal Secretary  
Medical Transcriptionist  
Office Manager  
Paralegal  
Receptionist  
Shipping & Receiving Assistant  
Stenographer  
Word Processor  

### Pathways

**General Management**  
**Information Management**  
**Human Resources Management**  
**Operations Management**  
**Administrative Support**

### Cluster Knowledge and Skills

- Academic Foundations  
- Communications  
- Problem Solving and Critical Thinking  
- Information Technology Applications  
- Systems  
- Safety, Health and Environmental  
- Leadership and Teamwork  
- Ethics and Legal Responsibilities  
- Employability and Career Development  
- Technical Skills

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**Certification:**

- Business Management and Administration
- Entrepreneurship
- Information Systems
- Human Resources Management
- Operations Management
- Administrative Support

**Career Field:**

- Business Management and Administration
- Entrepreneurship
- Information Systems
- Human Resources Management
- Operations Management
- Administrative Support