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></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>
</tr>
<tr>
<td>11</td>
<td>Comm Arts III Comm Arts elective</td>
<td>Pre-College Algebra or high school math course *English Comp I *Public Speaking</td>
<td>High School Science Course *College Accounting *College Business Stats</td>
<td>High School S.S. Electives – History &amp; Government *Online 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>*Unitec CTE Dual Credit Courses Offered: Business Management – Microcomputers Office Systems Technology *Check with your school counselor for dual enrollment classes available through MAC</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Senior Comm Arts &amp; Comm Arts elective *English Comp II *Intro to Literature</td>
<td>Pre- College Algebra or high school math course *College Algebra, *College Trig</td>
<td>High School Science Course *Intro to Chemistry *Intro to Ocean, *Intro to Astronomy</td>
<td>High School S.S. Electives – History &amp; Government *Online College American History I &amp; II, Political Systems</td>
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<td>*Unitec CTE Dual Credit Courses Offered: Business Management – Microcomputers Office Systems Technology</td>
<td></td>
</tr>
</tbody>
</table>

*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

### Business Management and Administration
- **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
- **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
- **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**

### Administrative Support
- **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 Management**
- **Distribution Worker**
- **E-commerce Manager & Entrepreneur**
- **Industrial Production Manager**
- **International Distribution Manager**
- **International Merchandising Manager**
- **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**

### Pathways
- **General Management**
- **Information Management**
- **Human Resources Management**
- **Operations Management**

### Career K&S
- **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

### 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**