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><img src="image" alt="Administrative Assistant" /> <img src="image" alt="Advertising Sales Person" /> <img src="image" alt="Auditor" /> <img src="image" alt="Business Consultant" /> <img src="image" alt="Certified Public Accountant" /> <img src="image" alt="Corporate Trainer" /> <img src="image" alt="E-Commerce Analyst" /> <img src="image" alt="Entrepreneur" /> <img src="image" alt="Facilities Manager" /> <img src="image" alt="Finance Director" /> <img src="image" alt="Human Resources Manager" /> <img src="image" alt="Investment Executive" /> <img src="image" alt="Marketing Analyst" /> <img src="image" alt="Medical Transcriptionist" /> <img src="image" alt="Office Manager" /> <img src="image" alt="OSHA/ADA Compliance Officer" /> <img src="image" alt="Personnel Recruiter" /> <img src="image" alt="Public Relations Manager" /> <img src="image" alt="Sales Representative" /> <img src="image" alt="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><img src="image" alt="AVCTC CTE Dual Credit Courses Offered:" /> Business Management – Office Systems Technology</td>
</tr>
<tr>
<td>11</td>
<td>Comm Arts III Comm Arts elective</td>
<td>Pre-College Algebra or high school math course</td>
<td>High School Science Course</td>
<td>High School S.S. Electives – History &amp; Government</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><img src="image" alt="AVCTC CTE Dual Credit Courses Offered:" /> Business Management – 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</td>
<td>Pre-College Algebra or high school math course</td>
<td>High School Science Course</td>
<td>High School S.S. Electives – History &amp; Government</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><img src="image" alt="AVCTC CTE Dual Credit Courses Offered:" /> Business Management – Office Systems Technology *Check with your school counselor for dual enrollment classes available through MAC</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.
### Sample Career Specialties/Occupations

<table>
<thead>
<tr>
<th>Pathways</th>
<th>General Management</th>
<th>Business Information Management</th>
<th>Human Resources Management</th>
<th>Operations Management</th>
<th>Administrative Support</th>
</tr>
</thead>
<tbody>
<tr>
<td>K&amp;S Work-Based Learning: □ After School Employment □ Internship/Mentorship □ Job Shadowing □ Service Learning □ Supervised Business Experience</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

#### 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
- Information Technology Specialist
- 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

#### 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

#### 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
- Labor & Personnel Relations Specialist
- Manager & Supervisor
- Logistics Manager/Coordination
- 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 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

### 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

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.