**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.**

<table>
<thead>
<tr>
<th>Grade</th>
<th>English</th>
<th>Math</th>
<th>Science</th>
<th>Social Studies</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>
</table>
| 9     | Comm Arts I | High School Math | High School Science Course | High School S.S. Course | Personal Finance Computer Science HS Business electives | Check with your counselor for course offerings. | ► 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 |
| 10    | Comm Arts II | High School Math | High School Science Course | High School S.S. Course | Personal Finance Computer Science HS Business electives | Check with your counselor for course offerings. | ► 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 |
| 11    | Comm Arts III | Comm Arts elective  
*English Comp I  
*Public Speaking  
*College Algebra  
*College Trig  
*College Accounting  
*College Business Stats  
*Pre-College Algebra or high school math course  
*MFH General Biology  
*Dual Enrollment: Intro to Biological Sciences  
*High School Science Course  
*High School S.S. Electives – History & Government  
*College American History I & II  
*Political Systems  
*Offered:  
*AVCTC CTE Dual Credit Courses  
*Check with your school counselor for dual enrollment classes available through MAC | Pre-College Algebra or high school math course  
*College Algebra,  
*College Trig  
*College Accounting  
*College Business Stats  
*Pre-College Algebra or high school math course  
*MFH Intro to Chemistry  
*Dual Enrollment: Intro to Ocean.  
*Intro to Astronomy  
*High School Science Course  
*High School S.S. Electives – History & Government  
*College American History I & II  
*Political Systems  
*Check with your counselor for course offerings.  
*AVCTC CTE Dual Credit Courses | ► 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 |
| 12    | Senior Comm Arts & Comm Arts elective  
*English Comp II  
*Intro to Literature  
*College Algebra,  
*College Trig  
*College Accounting  
*College Business Stats  
*Pre-College Algebra or high school math course  
*MFH Intro to Chemistry  
*Dual Enrollment: Intro to Ocean.  
*Intro to Astronomy  
*High School Science Course  
*High School S.S. Electives – History & Government  
*College American History I & II  
*Political Systems  
*Check with your counselor for course offerings.  
*AVCTC CTE Dual Credit Courses | Pre-College Algebra or high school math course  
*College Algebra,  
*College Trig  
*College Accounting  
*College Business Stats  
*Pre-College Algebra or high school math course  
*MFH Intro to Chemistry  
*Dual Enrollment: Intro to Ocean.  
*Intro to Astronomy  
*High School Science Course  
*High School S.S. Electives – History & Government  
*College American History I & II  
*Political Systems  
*Check with your counselor for course offerings.  
*AVCTC CTE Dual Credit Courses | ► Administrative Assistant  
► Advertising Sales Person  
► Auditor  
► Business Consultant  
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► Marketing Analyst  
► Medical Transcriptionist  
► Office Manager  
► OSHA/ADA Compliance Officer  
► Personnel Recruiter  
► Public Relations Manager  
► Sales Representative  
► Wholesale and Retail Buyer |

*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
### Sample Career Specialties / Occupations

<table>
<thead>
<tr>
<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>Entrepreneur</td>
<td>Information Systems Manager</td>
<td>Affirmative Action Coordinator</td>
<td>Agent</td>
<td>Administrative Assistant</td>
</tr>
<tr>
<td>Chief Executive Officer</td>
<td>Accounting Clerk</td>
<td>Compensation &amp; Benefits Manager</td>
<td>Assistant Department Manager</td>
<td>Administrative Support</td>
</tr>
<tr>
<td>General Manager</td>
<td>Accounting Supervisor</td>
<td>Compensation, Benefits &amp; Job Specialist</td>
<td>Assistant Store Manager</td>
<td>Communications</td>
</tr>
<tr>
<td>Accounting Manager</td>
<td>Adjuster</td>
<td>Conciliator/Mediator/Arbitrator</td>
<td>Broker</td>
<td>Equipment Operator</td>
</tr>
<tr>
<td>Accounts Payable Manager</td>
<td>Chief Technology Officer</td>
<td>Corporate Trainer</td>
<td>Budget Analyst</td>
<td>Computer Operator</td>
</tr>
<tr>
<td>Assistant Credit Manager</td>
<td>Auditor</td>
<td>Employee Assistance Plan Manager</td>
<td>Customer Service</td>
<td>Customer Service</td>
</tr>
<tr>
<td>Billing Manager</td>
<td>Bookkeeper</td>
<td>Employer Relations Representative</td>
<td>Demonstrator and Product Promoter</td>
<td>Assistant</td>
</tr>
<tr>
<td>Business &amp; Development Manager</td>
<td>Budget Analyst</td>
<td>Employment &amp; Placement Manager</td>
<td>Department Manager</td>
<td>Data Assistant</td>
</tr>
<tr>
<td>Compensation &amp; Benefits Manager</td>
<td>Budget Manager</td>
<td>Employment Interviewer, Private or Public</td>
<td>Director of Non-Profit Agency/Organization</td>
<td>Data Entry Specialist</td>
</tr>
<tr>
<td>Risk Manager</td>
<td>Billing Supervisor</td>
<td>Employment Service</td>
<td>Distribution Worker</td>
<td>Desktop Publisher</td>
</tr>
<tr>
<td>Operations Manager</td>
<td>Management Analyst</td>
<td>Equal Employment Opportunity Specialist</td>
<td>E-commerce Manager &amp; Entrepreneur</td>
<td>Dispatcher</td>
</tr>
<tr>
<td>Human Resource Manager</td>
<td>Controller</td>
<td>Human Resources Assistant</td>
<td>Industrial Production Manager</td>
<td>Executive Assistant</td>
</tr>
<tr>
<td>Management Analyst</td>
<td>Merger &amp; Acquisitions Manager</td>
<td>Human Resources Consultant</td>
<td>International Distribution Manager</td>
<td>Information Assistant</td>
</tr>
<tr>
<td>Facilities Manager</td>
<td>Price Analyst</td>
<td>Human Resources Coordinator</td>
<td>International Merchandising Manager &amp; Supervisor</td>
<td>Legal Secretary</td>
</tr>
<tr>
<td>Association Manager</td>
<td>Top Collections</td>
<td>Human Resources Generalist</td>
<td>Logistics Manager/Coordinator</td>
<td>Medical Transcriptionist</td>
</tr>
<tr>
<td>Sports &amp; Entertainment Manager</td>
<td>Executive</td>
<td>Human Resources Information Systems Specialist</td>
<td>Logistics Manager/Supervisor</td>
<td>Office Manager</td>
</tr>
<tr>
<td>Hospital Manager</td>
<td>Information Technology Director</td>
<td>Human Resources Manager</td>
<td>Marketing Information Manager</td>
<td>Paralegal</td>
</tr>
<tr>
<td>Government Manager</td>
<td>Chief Financial Officer</td>
<td>Identification Clerk</td>
<td>Marketing Manager</td>
<td>Receptionist</td>
</tr>
<tr>
<td>Public Organization Manager</td>
<td>Finance Director</td>
<td>Industrial Relations Director</td>
<td>Operations Analyst</td>
<td>Shipping &amp; Receiving Assistant</td>
</tr>
<tr>
<td>Manufacturing Manager</td>
<td>Certified Public Accountant</td>
<td>International Human Resources Manager</td>
<td>Operations Specialties Manager</td>
<td>Stenographer</td>
</tr>
<tr>
<td>Purchasing Manager</td>
<td>Project Manager</td>
<td>Interpreter/Translator</td>
<td>Product Manager</td>
<td>Word Processor</td>
</tr>
<tr>
<td>First Line Supervisor</td>
<td>Cost Accountant</td>
<td>Labor &amp; Personnel Relations Specialist</td>
<td>Project Manager</td>
<td></td>
</tr>
<tr>
<td>Senior Manager</td>
<td>Librarian</td>
<td>Meeting &amp; Convention Planner</td>
<td>Public Relations Specialist</td>
<td></td>
</tr>
<tr>
<td>Management Trainee</td>
<td>Payroll Accounting Clerk</td>
<td>Occupational Analyst</td>
<td>Research &amp; Development Manager</td>
<td></td>
</tr>
<tr>
<td>Small Business Owner</td>
<td></td>
<td>Organizational Behaviorist</td>
<td>Sales Manager/Representative</td>
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<tr>
<td></td>
<td></td>
<td>OSHA/ADA Compliance Officer</td>
<td>Salesperson</td>
<td></td>
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<td></td>
<td></td>
<td>Pay Equity Officer</td>
<td>Supply Chain Manager</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Payroll Professional</td>
<td>Traffic, Shipping, &amp; Receiving Clerk</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Personnel Recruiter</td>
<td>Training and Development Manager</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Training &amp; Development Manager</td>
<td>Warehouse Manager</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Training &amp; Development Specialist</td>
<td>Wholesale Manager</td>
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</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Wholesale, Freight, Stocking, Handling</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Material Moving and Packing Worker</td>
<td></td>
</tr>
</tbody>
</table>

### 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