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>
</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. | ► |
| 11    | Comm Arts III Comm Arts elective  
*English Comp I  
*Public Speaking  
*College Algebra  
*College Trig  
*College Accounting  
*College Business Stats  
*MFH General Biology  
*Pre-College Algebra or high school math course  
Dual Enrollment:  
*College Accounting  
*College Business Stats  
*High School Science Course  
*History & Government  
*College American History I & II, Political Systems  
*Survey of Economics  
*and many more (Available for Dual Enrollment) | Business electives  
Accounting  
Marketing  
Entrepreneurship  
Principles of Banking  
Intro to Computers  
Microeconomics  
Macroeconomics  
Survey of Economics  
*AVCTC CTE Dual Credit Courses Offered:  
Business Management – Office Systems Technology  
*Check with your school counselor for dual enrollment classes available through MAC |
| 12    | Senior Comm Arts & Comm Arts elective  
*English Comp II  
*Intro to Literature  
*College Algebra,  
*College Trig  
*College Accounting  
*College Business Stats  
*MFH Intro to Chemistry  
*High School Science Course  
*History & Government  
*College American History I & II, Political Systems  
*Intro to Astronomy  
*Intro to Ocean.  
*Intro to Astronomy | Business electives  
Accounting  
Marketing  
Entrepreneurship  
Principles of Banking  
Intro to Computers  
Microeconomics  
Macroeconomics  
Survey of Economics  
*Check with your school counselor for dual enrollment classes available through MAC |

*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.
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

<table>
<thead>
<tr>
<th>Entrepreneur</th>
<th>Information Systems Manager</th>
<th>Affirmative Action Coordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chief Executive Officer</td>
<td>Accounting Clerk</td>
<td>Compensation &amp; Benefits Manager</td>
</tr>
<tr>
<td>General Manager</td>
<td>Accounting Supervisor</td>
<td>Compensation, Benefits &amp; Job Specialist</td>
</tr>
<tr>
<td>Accounting Manager</td>
<td>Adjuster</td>
<td>Conciliator/Mediator/Arbitrator</td>
</tr>
<tr>
<td>Accounts Payable Manager</td>
<td>Chief Technology Officer</td>
<td>Corporate Trainer</td>
</tr>
<tr>
<td>Assistant Credit Manager</td>
<td>Auditor</td>
<td>Employee Assistance Plan Manager</td>
</tr>
<tr>
<td>Billing Manager</td>
<td>Bookkeeper</td>
<td>Employer Relations Representative</td>
</tr>
<tr>
<td>Business &amp; Development Manager</td>
<td>Budget Analyst</td>
<td>Employment &amp; Placement Manager</td>
</tr>
<tr>
<td>Compensation &amp; Benefits Manager</td>
<td>Budget Manager</td>
<td>Employment Interviewer, Private or Public</td>
</tr>
<tr>
<td>Manager</td>
<td>Billing Supervisor</td>
<td>Employment Service</td>
</tr>
<tr>
<td>Credit &amp; Collections Manager</td>
<td>Management Analyst</td>
<td>Equal Employment Opportunity Specialist</td>
</tr>
<tr>
<td>Manager</td>
<td>Controller</td>
<td>Human Resources Assistant</td>
</tr>
<tr>
<td>Payroll Manager</td>
<td>Merger &amp; Acquisitions Manager</td>
<td>Human Resources Consultant</td>
</tr>
<tr>
<td>Risk Manager</td>
<td>Human Resources Coordinator</td>
<td>Human Resources Generalist</td>
</tr>
<tr>
<td>Operations Manager</td>
<td>Human Resources Information Systems Specialist</td>
<td>Human Resources Information Systems Specialist</td>
</tr>
<tr>
<td>Public Relations Manager</td>
<td>Industrial Relations Director</td>
<td>International Human Resources Manager</td>
</tr>
<tr>
<td>Human Resource Manager</td>
<td>Interpreter/Translator</td>
<td>International Human Resources Manager</td>
</tr>
<tr>
<td>Management Analyst</td>
<td>Labor &amp; Personnel Relations Specialist</td>
<td>International Human Resources Manager</td>
</tr>
<tr>
<td>Facilities Manager</td>
<td>Meeting &amp; Convention Planner</td>
<td>International Human Resources Manager</td>
</tr>
<tr>
<td>Association Manager</td>
<td>Occupational Analyst</td>
<td>International Human Resources Manager</td>
</tr>
<tr>
<td>Sports &amp; Entertainment Manager</td>
<td>Organizational Behaviorist</td>
<td>International Human Resources Manager</td>
</tr>
<tr>
<td>Hospital Manager</td>
<td>OSHA/ADA Compliance Officer</td>
<td>International Human Resources Manager</td>
</tr>
<tr>
<td>Government Manager</td>
<td>Pay Equity Officer</td>
<td>International Human Resources Manager</td>
</tr>
<tr>
<td>Public Organization Manager</td>
<td>Payroll Professional</td>
<td>International Human Resources Manager</td>
</tr>
<tr>
<td>Manufacturing Manager</td>
<td>Personnel Recruiter</td>
<td>International Human Resources Manager</td>
</tr>
<tr>
<td>Purchasing Manager</td>
<td>Training &amp; Development Manager</td>
<td>International Human Resources Manager</td>
</tr>
<tr>
<td>First Line Supervisor</td>
<td>Small Business Owner</td>
<td>International Human Resources Manager</td>
</tr>
<tr>
<td>Senior Manager</td>
<td>Training &amp; Development Specialist</td>
<td>International Human Resources Manager</td>
</tr>
<tr>
<td>Management Trainee</td>
<td>Assistant Store Manager</td>
<td>International Human Resources Manager</td>
</tr>
<tr>
<td>Small Business Owner</td>
<td>Agent</td>
<td>International Human Resources Manager</td>
</tr>
</tbody>
</table>

### 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