



**Jacksonville High School
Career and Technology Department
AchieveTexas Career Cluster Information**

| <p style="text-align: center;"><u>Career Pathway Programs of Study</u></p> | <p style="text-align: center;"><u>Suggested JHS Coursework</u></p> | <p style="text-align: center;"><u>Industry Certifications</u></p> |
|---|---|--|
| <p>Administrative and Information Support</p> <ul style="list-style-type: none"> • Office Manager • Information Clerk • Dispatcher • Medical Secretary • Paralegal <p>Financial Management and Accounting</p> <ul style="list-style-type: none"> • Financial Officer • Bookkeeper • Billing Clerk • Accountant/Auditor • Analyst <p>Human Resources</p> <ul style="list-style-type: none"> • Human Resource Manager • Human Resource Assistant • Interviewer • Benefits Specialist | <p>Note: It is recommended that students complete 2 or more courses for 3 more credits from the list above. While it is ideal that students begin earlier, students <i>may</i> begin their career pathway programs of study in the 11th or 12th grade.</p> <ul style="list-style-type: none"> • Career Connections • Keyboarding • Banking and Finance Systems • Accounting I • Business Management • Business Ownership • Business Law • Business Computer Information Systems I (BCIS I) • Business Computer Information Systems II (BCIS II) • Business Image Management and Multimedia (BIMM) • Principles of Marketing • Technology in Marketing • Diversified Career Preparation (DCP) | <p>Note: These certification programs are available at JHS for students with a grade average of 80 or better and a good citizen status of fewer than 3 tardies and/or 3 unexcused absences during either semester. Exam fees are paid by the JHS Career and Technology Department for qualified students.</p> <ul style="list-style-type: none"> • Internet and Computing Core Certification (IC3) • OSHA CareerSafe • Adobe Certified Associate • Microsoft Office Specialist (MOS) |

- Labor Relations Specialist
- Training Specialist
- Organizational Psychologist

Management

- Executive
- Manager
- Operations Manager
- Manager of Production
- Expediting Clerk

Marketing

- Marketing Manager
- Company Sales Representative
- Retail Sales
- Shipping Clerk
- Customer Representative
- Buyer
- Technical Sales