



Management

Career Goal (O*NET Code): Executive (11-1011), Manager (11-3011), Operations Manager (11-1021), Manager of Production (51-1011), Expediting Clerk (43-5061).

Cluster Overview: 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.

SUGGESTED COURSEWORK

EXTENDED LEARNING EXPERIENCES

High School	9th	Core Courses	English I Algebra I Biology	World Geography Languages other than English I Health/PE or Equivalent	Curricular Experiences: Business Professional of America	Extracurricular Experiences: Language Tutor UIL School Newspaper Yearbook School Class Officer
		Career-Related Electives	Career Connections Accounting I			
	10th	Core Courses	English II Geometry Chemistry	World History Languages other than English II Business Computer Information Systems I**		
		Career-Related Electives	Banking and Financial Systems			
	11th	Core Courses	English III Algebra II Physics	United States History Communication Applications PE or Equivalent		
		Career-Related Electives	Business Law AND Business Management or Accounting II Business Computer Information Systems II			
12th	Core Courses	English IV Precalculus Environmental Systems	Government/Economics Fine Arts			
	Career-Related Electives	Business Image Management and Multimedia** Business Education Career Preparation I				
Postsecondary	On-the-Job Training	Reservations Agent Management Trainee Business Assistant			Career Options: Administrative Aide Help Desk Center	Professional Associations: American Management Association American Society of Association Executives Institute of Certified Professional Managers International Facility Management Association Marketing Education Association National Business Education Association National Management Association Phi Beta Lambda Texas Building Owners and Managers Association Texas City Management Association
	Certificates	Microsoft Office Specialist (MOS) / Internet and Computing Certificate (IC3) / OSHA CareerSafe NOTE: These certification programs are available at JHS for qualified students with a grade average of 80 or better and a good citizen status of less than 3 tardies and/or 3 unexcused absences during either semester. Exam fees are paid by the Career and Technology Department for qualified students.				
	Associate's Degrees	Business Administration and Management Information Data Processing Services Virtual Administrative Office Management	Business Communications Enterprise Management and Operations International Business			
Postsecondary	Bachelor's Degrees	Applied Business Technology Business Administration Business Sports Management General Business	Organizational Administration Organizational Management Healthcare Administration Human Resource Management	International Trade Latin American Business Mexican Trade and Management	Career Options: Public Relations Manager Risk Manager Healthcare Manager Public Administrator Operations Manager	Business Researcher Information Officer Sports/Entertainment Manager Wholesale Trade Representative Business Representative
	Graduate Degrees	Business Administration Management Strategic Leadership Training and Development	Administrative Information Systems International Business Administration Organizational Leadership and Ethics	Labor and Industrial Relations Multinational Operations Management Leadership-Administration	Career Options: Company Executive Management Specialist Government Administrator	Industrial Negotiator Business Professor
		* May substitute for the required credit for Physical Education ** Satisfies the required credit for Technology Applications *** May substitute for the required credit for Health Education			Students should take Advanced Placement (AP), International Baccalaureate (IB), dual credit, Advanced Technical Credit (ATC), or locally articulated courses, if possible.	

This plan of study serves as a guide, along with other career planning materials, for pursuing a career path and is based on the most recent information as of 2007. All plans should meet high school graduation requirements as well as college entrance requirements. Students may select other elective courses for personal enrichment purposes.