



**Cluster Overview:** Careers encompass planning, organizing, directing and evaluating business functions essential to efficient and productive business operations.

### Management, Administrative and Information Support, Business Analysis, Financial Management and Accounting

**Student Name** \_\_\_\_\_

Entered 9th grade: 20\_\_\_\_\_ - 20\_\_\_\_\_

**ID** \_\_\_\_\_ **Grade:** 9 10 11 12

**Diploma Plan:** RHSP DAP\* MHSP TEXAS SCHOLAR

*Note 1: Health and technology Applications locally required Note 2: Entered 9th grade in 2010 - 2011 and thereafter must include Fine Arts*

#### SUGGESTED COURSEWORK

#### EXTENDED LEARNING EXPERIENCES

Middle School	8th	HS Courses:					
High School	9th	<b>Core Courses:</b>	English I / PAP Algebra I / Geometry / PAP Biology / PAP	World Geography / PAP Spanish I P. E. Fine Arts / Tech App (BIM)	<b>Curricular Experiences:</b> <a href="#">Business Professional of America</a> <a href="#">DECA</a> <a href="#">Future Business Leaders of America</a>  <b>Career Learning Experiences:</b> Career Preparation Job Shadowing Internship	<b>Extracurricular Experiences:</b> Academic Decathlon Educational Tours Language Immersion Programs School Newspaper Student Government UIL Academic Competitions Yearbook  <b>Service Learning Experiences:</b> Boys and Girls Clubs of America Boy Scouts of America Campus Service Organizations Community Service Volunteer Girl Scouts of the USA Peer Mentoring/Peer Tutoring	
		<b>Career-Related Electives:</b>	Principles of Business, Marketing and Finance / or Touch Systems Data Entry/ or Money Matters / Business Law (BIM)				
	10th	<b>Core Courses:</b>	English II / PAP Geometry / Algebra II / PAP Chemistry / PAP IPC	World History / PAP Spanish II (BIM)Tech App / Fine Arts			Elective: Elective:
		<b>Career-Related Electives:</b>	Business Management or Accounting I or Principles of Information Technology				
	11th	<b>Core Courses:</b>	English III / AP Adv. Math IV Algebra II* /MMA/ Pre-Cal / PAP/ DC Physics*/AP PTI Chemistry / PAP	United States History / AP / DC Professional Communications / Comm Appl / Health Spanish III / DC			
		<b>Career-Related Electives:</b>	Business Information Management II or Principles of Information Technology or Accounting I or Accounting II				
	12th	<b>Core Courses:</b>	English IV / AP / DC Algebra II/ Adv Math IV / Pre-Cal /PAP Calculus AP/ Math DC	Physics/AP /PTI Fourth Science: Government/ AP/ DC Economics / AP/ DC Electives:			
		<b>Career-Related Electives:</b>	Accounting II or Practicum in Business Management or Principles of Information Technology				
Postsecondary	On-the-Job Training	Administrative Assistant Billing, Cost and Rate Clerk Dispatcher NOTE: These experiences may be started and/or completed as part of the high school experience.	Information Assistant Receptionist Accounts Payable Assistant	Records Processor Shipping and Receiving Clerk Office Specialist	Customer Service Representative Cashier Assistant Bookkeeper	<b>Professional Associations:</b> <a href="#">Association for Healthcare Documentation</a> <a href="#">Business Forms Management Association</a> <a href="#">Institute of Certified Records Managers</a> <a href="#">National Association of Legal Assistants</a> <a href="#">National Association of Legal Secretaries</a> <a href="#">National Business Education Association</a> <a href="#">National Court Reporters Association</a> <a href="#">Phi Beta Lambda</a> American Management Association National Management Association Society for Cost Estimating and Analysis American Institute of Professional Bookkeepers American Institute of Certified Public Accountants Institute of Management Accountants Institute of Certified Professional Managers	
	Certificates	Coding Associates Internet and Computing Core NOTE: Students may earn all or part of these certificates as part of the high school experience.	Microsoft Office Specialist Office Proficiency Assessment	OSHA CareerSafe Database Associate	<b>Career Options:</b> Medical Coder Bookkeeper Clerk Accounting Claims Assistant Human Resource Assistant Administrative Assistant		
	Associate Degrees	<a href="#">Accounting</a> <a href="#">Court Reporter</a> <a href="#">International Business &amp; Trade</a> Processing Services	<a href="#">Administration and Management</a> <a href="#">Enterprise Operation</a> <a href="#">Office Systems Technology</a> Quality Control and Safety Technology	<a href="#">Administrative Secretarial Services</a> <a href="#">Health Information Management</a> Financial Management and Services Real Estate	<b>Career Options:</b> Clerical or Records Supervisor Facilities Manager Customer Service Representative		
Bachelor Degrees	Accounting Administrative Management Administrative Systems	Bilingual Office Administration Community Urban Planning Economics	Office Systems Administration Finance Public Administration Administration	Business <b>Career Options:</b> Business Representative Executive Assistant Management Analyst Virtual Office Administrator			
Graduate Degrees	Accounting General Management International Law	Human Resource Management Information Technology Administration	Business Marketing Management Leadership and Supervision	Technology <b>Career Options:</b> Public Administrator Financial Officer Chief Office Manager Analyst Treasury Finance Director			

**COLLEGE CREDIT OPPORTUNITIES -- High School**  
Students should take Advanced Placement (AP), International Baccalaureate (IB), dual credit, Advanced Technical Credit (ATC), or locally articulated courses (Tech Prep), if possible. List those courses that count for college credit on your campus.

Students may select other elective courses for personal enrichment purposes.

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 2010. All plans meet high school graduation requirements as well as college entrance requirements.