

# 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

<b>High School</b>	9th	<b>Core Courses</b>	English I Algebra I Biology	World Geography Languages other than English I Health/PE or Equivalent	<b>Curricular Experiences:</b> Business Professional of America DECA Future Business Leaders of America	<b>Extracurricular Experiences:</b> Language Tutor UIL School Newspaper Yearbook School Class Officer		
		<b>Career-Related Electives</b>	Introduction to Business AND Keyboarding or Business and Technical Careers or Recordkeeping or Word Processing Applications					
	10th	<b>Core Courses</b>	English II Geometry Chemistry	World History Languages other than English II Business Computer Information Systems I**				
		<b>Career-Related Electives</b>	Entrepreneurship Accounting I or Business Computer Programming I**					
	11th	<b>Core Courses</b>	English III Algebra II Physics	United States History Communication Applications PE or Equivalent				
		<b>Career-Related Electives</b>	Business Law AND Business Management or Accounting II or Business Computer Information Systems II or Languages other than English III					
12th	<b>Core Courses</b>	English IV Precalculus Environmental Systems	Government/Economics Fine Arts	<b>Career Learning Experiences:</b> Career Preparation (Paid/Unpaid) Job Shadowing Internship	<b>Service Learning Experiences:</b> Boys and Girls Clubs of America Boy Scouts of America Community Service Volunteer Girl Scouts of the USA			
	<b>Career-Related Electives</b>	Business Communications or related Career Preparation program * or Independent Study or Administrative Procedures or Business Computer Programming II or Business Management AND Business Ownership or Languages other than English IV						
<b>Postsecondary</b>	On-the-Job Training	Reservations Agent	Management Trainee			Business Assistant	<b>Career Options:</b> Administrative Aide Help Desk Center	<b>Professional Associations:</b> 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	OSHA CareerSafe Internet and Computing Core Certification (IC3) Microsoft Office Specialist (MOS) NOTE: Students may earn all or part of these certificates as part of the High School experience.						
	Associate's Degrees	Business Administration and Management Information Data Processing Services Virtual Administrative Office Management	Business Communications Enterprise Management and Operations International Business			Office Coordinator Data Specialist		
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			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	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.