

CAREER PROGRAM OF STUDY



Career Cluster: **BUSINESS, MANAGEMENT & ADMINISTRATION**

Pathway: Administrative Services; Business Information Management; General Management; Human Resource Management; Operations Management

Student Name: _____

Career Clusters identify pathways from high schools to two- and four-year technical colleges, universities, apprenticeship programs and the workplace so that learners can recognize the relationship between what they learn in school and what they can do in the future.

Knowledge and Skills Needed to Succeed in this Career Cluster: Academics, 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, and Technical Skills.

		9 th Grade	10 th Grade	11 th Grade	12 th Grade
English	HIGH SCHOOL COURSES	<i>Core Courses</i>			
		English I English Prep 2 English Prep I	English II Basic Skills English English Prep 2 English Prep I	Adv. Comp. & Early Amer. Lit. American Literature Basic Skills English English Prep 2	AP English World Literature Adv. Comp. & Early Amer. Lit. Technical Writing Everyday English
Social Studies	HIGH SCHOOL COURSES	<i>Schedule a Sophomore Individual Planning Conference with your Counselor</i>			
		U.S. History	World History	Modern American History (req.) Psychology Sociology Comparative Politics Modern Global Issues	AP American History Pop Culture Microeconomics Macroeconomics
Math	HIGH SCHOOL COURSES	<i>Schedule College Visits & College Entrance Exams for Junior Year</i>			
		Algebra I Extended Algebra Geometry	Geometry Extended Geometry Algebra II	Probability & Stats Adv. Geometry Pre-Calculus FST	AP Calculus Discrete Math ACT Math Prep
Science	HIGH SCHOOL COURSES	<i>Schedule Senior Interview with your Counselor before October 1</i>			
		Integrated Science Biology Plant Science	Biology Chemistry Animal Science	Physics AP Chemistry Animal Health & Nutrition	AP Physics AP Biology Food Science

		Elective Courses Within This Cluster Include:	School Activities
CAREER ENHANCEMENT	HIGH SCHOOL COURSES	Intro to Microsoft Office Advanced Microsoft Office Personal Finance Accounting I Accounting II Macroeconomics Microeconomics	Web Design Computer Programming I Psychology Sociology Business Management Agri-Business Pop Culture
			FBLA Forensics Key Club Spanish Club German Club Youth Apprenticeship

Student Signature: _____

Date: _____

Parent/Guardian Signature: _____

Date: _____

Counselor Signature: _____

Date: _____



BUSINESS, MANAGEMENT & ADMINISTRATION

Career Majors		
POST SECONDARY PROGRAMS	Wisconsin Technical College System – 2 year www.witechcolleges.com	
	Wisconsin College/University System – 4 year www.uwhelp.wisconsin.edu Wisconsin Independent Colleges & Universities www.wisconsinmentor.org	
Accounting	Information Processing Specialist	Accounting
Administrative Assistant – Secretarial	Legal Secretary	Actuarial Science
Bilingual Office Assistant	Medical Administrative Spec.	Business Administration
Business Software Applications	Medical Transcription	Economics
Business & Technology Coordinator	Paralegal	Finance
Business Mid-Management	Property Management Assoc.	Hotel, Restaurant Management
e-Commerce/Web Admin	Quality Management	Industrial Management
Global Business Specialist	Real Estate Brokerage	International Business
Health Care Business Services	Retail Management	Management
Human Resources - Business Administration	Small Business Operation	Marketing
	Supervisory Management	Real Estate
	Travel Services	Transportation
	Web Developer	
<i>Learn more about career programs at www.careervoyages.com</i>		



BUSINESS, MANAGEMENT & ADMINISTRATION

Specialty Careers / Occupations

SAMPLE CAREER OCCUPATIONS	Administrative Services	Business Information Mgmt.	General Management
	<p>Administrative Assistant Executive Assistant Office Manager Administrative Support Medial Front Office Assistant Information Assistant Desktop Publisher Customer Service Assistant Data Entry Specialists Receptionist Communications Equipment Operator Computer Operator Court Reporter Stenographer Dispatcher Shipping & Receiving Personnel Records Processing Occupations including Library Assistant & Order Processor Word Processor Typists Medical Transcriptionist Legal Secretary Paralegals</p>	<p>Accountants Accounting Clerk Accounting Supervisor Adjuster Adjustment Clerk Assistant Treasurer Auditor Bookkeeper Budget Analyst Budget Manager Billing Supervisor Cash Manager Controller Merger & Acquisitions Manager Price Analyst Top Collections Executive Top Investment Executive Treasurer Chief Financial Officer Finance Director Certified Public Accountant Accounts Receivable Clerk Cost Accountant Financial Accountant Billing Clerk Payroll Accounting Clerk</p>	<p>Entrepreneur Chief Executive General Manager Accounting Manager Accounts Payable Manager Assistant Credit Manager Billing Manager Business & Development Manager Compensation & Benefits Manager Credit & Collections Manager Payroll Manager Risk Manager Operations Manager Public Relations Manager Human Resource Manager Management Analyst Facilities Manager Meeting & Convention Planner Administrative Services Manager Sports & Entertainment Manager Hospital Management Government Management Public Organization Management Manufacturing Management Purchasing Management First Line Supervisor Public Relations Specialist Senior Manager Management Trainee</p>
<p>Human Resource Management</p> <p>Human Resources Manager International Human Resources Manager Human Resources Coordinator Industrial Relations Director Compensation & Benefits Manager Employment & Placement Manager Employee Assistance Plan Manager Training & Development Managers Human Resources Consultant Corporate Trainer Training & Development Specialist Conciliators/Mediators/Arbitrators Employer Relations Representative Labor & Personnel Relations Specialist Affirmative Action Coordinator Equal Employment Opportunity Specialist OSHA/ADA Compliance Officer Pay Equity Officers Interpreters & Translators Organizational Behaviorists Occupational Analysts Compensation, Benefits & Job Analyst Specialists Human Resources Information Systems Specialist Meeting & Convention Planners Employment Interviewers, Private or Public Emp. Serv. Personnel Recruiters Human Resources Assistants Payroll Professional Identification Clerks Human Resources Generalist Human Resources Clerks</p>	<p>Operations Management</p> <p>Marketing Manager Assistant Marketing Manager Sales Engineer Sales Manager Sales Representative Broker or Agents Assistant Store Manager Department Manager Assistant Department Manager Salesperson Customer Service Supervisor Customer Service Consultant Counter Person or Customer Service Clerk Product Manager Project Manager Research & Development Manager Research & Management Supervisor International Marketing Manager & Supervisor International Merchandising Manager & Supervisor Marketing Manager Property, Real Estate/Association Manager & Supervisor Small Business Owner & Entrepreneur E-commerce Manager & Entrepreneur Wholesale & Retail buyer</p>	<p>Management</p> <p>International Distribution Manager Warehouse Manager Logistics Manager/Supervisor/Coordinator Market Researcher Marketing Information Manager Public Relations Specialist Public Relations Writer Copywriter Media Coordinator Art Director Graphic Designer Event Manager Advertising Salesperson Route Salesperson Distribution Worker Wholesale, Freight, Stocking, Handling, Material Moving and Packing Worker Traffic, Shipping, & Receiving Clerk Demonstrators and Product Promoter Retail Salespeople & Associate Telemarketer</p>	
<p>Learn more about specific occupations at: http://www.bls.gov/oco/</p>			

