

		<h1>Management</h1>			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.										
		Career Goal (O*NET Code): Executive (11-1011), Manager (11-3011), Operations Manager (11-1021), Manager of Production (51-1011), Expediting Clerk (43-5061).													
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 DECA Future Business Leaders of America	Extracurricular Experiences: Language Tutor UIL School Newspaper Yearbook School Class Officer									
		Career-Related Electives	Introduction to Business AND Keyboarding or Business and Technical Careers or Recordkeeping or Word Processing Applications												
	10th	Core Courses	English II Geometry Chemistry	World History Languages other than English II Business Computer Information Systems I**											
		Career-Related Electives	Entrepreneurship Accounting I or Business Computer Programming I**												
	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 or Business Computer Information Systems II or Languages other than English III												
	12th	Core Courses	English IV Precalculus Environmental Systems	Government/Economics Fine Arts											
		Career-Related Electives	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												
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	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.													
Postsecondary	Associate's Degrees	15 hours Core Curriculum Cluster Foundation Business Communications (BUSI 2X04) OR Business Correspondence in Communications (POFT 2X12) OR Communications in Management (BMGT 1X05) OR Communication Skills for Managers (BMGT 1X45) Business Computer Applications (BCIS 1X05) OR Micro-Computer Applications (COSC 1X01) OR Computer Applications I (POFI 1X01) Integrated Software Applications I (ITSC 1X09) OR Introduction to Computers (ITSC 1X01) Principles of Accounting - Financial (ACCT 2X01) OR Introduction to Accounting (ACNT 1X03) Principles of Accounting- Managerial (ACCT 2X02) OR Introduction to Accounting II (ACNT 2X04) Business Principles (BUSI 1X01) OR Principles of Business (BUSG 1X01) Business Ethics (BMGT 1X41) Principles of Management (BMGT 1X27) Coop/Practicum POS Specific Courses Business Math (POFT 1X21) OR College Algebra (MATH 1X14) OR Contemporary Math I (MATH 1X32) OR Mathematics for Business and Social Sciences (MATH 1X24) OR Business Calculus (MATH 1X25) Business Law (BUSI 2X01) OR Legal and Social Environment of Law (BUSI 2X02) OR Business Law/Commercial (BUSG 2X17) Principles of Quality Management (BMGT 2X31) OR Quality Control (QCTC 1X03) Introduction to International Business (IBUS 1X05) OR Intercultural Management (IBUS 2X41) Introduction to Spreadsheets (ITSW 1X04) OR Spreadsheets (POFI 1X49) Organizational Behavior (HRPO 2X07) Principles of Marketing (MRKG 1X11) Human Resource Management (HRPO 2X01) High Performance Work Teams (BMGT 1X07) Salesmanship (BUSI 1X11) Principles of Purchasing (BMGT 1X13) Production and Operations Management (BMGT 1X31) Human Relations (HRPO 1X11) Supervision (BMGT 2X03) Problem Solving and Decision-Making (BMGT 2X03) Small Business Management (BUSG 2X09) Leadership (BMGT 2X09) Management of Change (BMGT 2X11)			Career Options: Office Coordinator Data Specialist First Line Supervisor Business Records Clerk	Licenses, Certifications & Credentials Industry specific									
		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											
<small>* 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</small>			<small>Students should take Advanced Placement (AP), International Baccalaureate (IB), dual credit, Advanced Technical Credit (ATC), or locally articulated courses, if possible.</small>			<small>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.</small>									