



# General Business

**Career Goal (O\*NET Code):**

**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-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	15 hours Core Curriculum including Macroeconomics (ECON 2X01) AND Microeconomics (ECON 2X02) <b>Cluster Foundation</b> 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 <b>POS Specific Courses</b> Introduction to Spreadsheets (ITSW 1X04) OR Spreadsheets (POFI 1X49) OR Advanced Spreadsheets (ITSC 2X34) 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) Introduction to International Business (IBUS 1X05) OR Intercultural Management (IBUS 2X41) Human Relations (HRPO 1X11) OR Introduction to Sociology (SOCI 1X01) OR Introduction to Psychology (PSYC 2X13) Personal Finance (BUSI 1X07) OR Principles of Finance (BUSG 1X03) Salesmanship (BUSI 1X11)      Human Resource Management (HRPO 2X01) Leadership (BMGT 2X09)      High Performance Teams (BMGT 1X07) Problem Solving and Decision Making (BMGT 2X03)      Small Business Management (BUSG 2X09) Small Business Financing (BUSG 1X41)				
		<b>Certifications, Licenses &amp; Credentials</b> 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	<b>Career Options:</b> 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	<b>Career Options:</b> 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.