



Business, Marketing, and Finance Program of Study

Unitec Sending Schools Career Cluster Program of Study

This Program of Study Template can serve as a guide, along with other career planning materials, as you continue your career path. Courses listed within this plan are only recommended coursework and should be individualized to meet each learner's educational and career goals.

****Ask your high school counselor to help you fill in the required courses you need to graduate.****

Grade	English 8 semesters	Math 6 semesters	Science 6 semesters	Social Studies 6 semesters	Other Required Courses, Recommended Electives	Career & Technical Courses and/or Degree Major Courses	SAMPLE Occupations Relating to this Pathway
9	Comm Arts I	High School Math	High School Science Course	High School S.S. Course	Personal Finance Computer Science Business electives	Check with your counselor for course offerings.	<ul style="list-style-type: none"> ▶ Administrative Assistant ▶ Advertising Sales Person ▶ Auditor ▶ Business Consultant ▶ Certified Public Accountant ▶ Corporate Trainer ▶ E-Commerce Analyst ▶ Entrepreneur ▶ Facilities Manager ▶ Finance Director ▶ Human Resources Manager ▶ Investment Executive ▶ Marketing Analyst ▶ Medical Transcriptionist ▶ Office Manager ▶ OSHA/ADA Compliance Officer ▶ Personnel Recruiter ▶ Public Relations Manager ▶ Sales Representative ▶ Wholesale and Retail Buyer
10	Comm Arts II	High School Math	High School Science Course	High School S.S. Course	Personal Finance Computer Science Business electives	Check with your counselor for course offerings.	
11	Comm Arts III Comm Arts elective *English Comp I *Public Speaking	Pre-College Algebra or high school math course *College Algebra *College Trig *College Business Stats	High School Science Course *Online College Science Course	High School S.S. Electives – History & Government *Online College American History I & II, Political Systems	Personal Finance Computer Science Business electives Accounting Marketing Entrepreneurship Principles of Banking Intro to Computers Microeconomics Macroeconomics Survey of Economics *and many more (Available for Dual Enrollment)	*Unitec Programs Offered: Business Management – Microcomputers Office Systems Technology *Potosi, Farmington, Central Students see your counselor for additional courses offered. Accounting II, Economics, Business Law, Business Management, +College Principles of Banking, Career Exploration Program-Banking, Career Exploration Program-Work Experience, Career Exploration Program-Contracted Education	
12	Senior Comm Arts & Comm Arts elective *English Comp II *Intro to Literature	Pre- College Algebra or high school math course *College Algebra, *Trig *Pre Calc *College Business Stats	High School Science Course *Online College Science Course	High School S.S. Electives – History & Government *Online College American History I&II, Political Systems	Personal Finance Computer Science Business electives Accounting Marketing Entrepreneurship Principles of Banking Intro to Computers Microeconomics Macroeconomics Survey of Economics *and many more (Available for Dual Enrollment)	*Unitec Programs Offered: Business Management – Microcomputers Office Systems Technology *Potosi, Farmington, Central Students see your counselor for additional courses offered. Accounting II, Economics, Business Law, Business Management, +College Principles of Banking, Career Exploration Program-Banking, Career Exploration Program-Work Experience, Career Exploration Program-Contracted Education	

*+Dual Credit or Dual Enrollment College courses can often be substituted for high school credit. Check with your Counselor.

Assessments/Certifications: College Placement Assessments, Compass, ACT, SAT

Clubs/Extracurricular Activities: **Ask your Counselor what is available at your school.**

CTSO(s): FBLA Skills USA DECA

Work-Based Learning: After School Employment Internship/Mentorship Job Shadowing Service Learning Supervised Business Experience

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.

Sample Career Specialties / Occupations	<p>Entrepreneur Chief Executive Officer 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 Association Manager Sports & Entertainment Manager Hospital Manager Government Manager Public Organization Manager Manufacturing Manager Purchasing Manager First Line Supervisor Senior Manager Management Trainee Small Business Owner</p>	<p>Information Systems Manager Accounting Clerk Accounting Supervisor Adjuster Chief Technology Officer Auditor Bookkeeper Budget Analyst Budget Manager Billing Supervisor Management Analyst Controller Merger & Acquisitions Manager Price Analyst Top Collections Executive Information Technology Director Chief Financial Officer Finance Director Certified Public Accountant Project Manager Cost Accountant Librarian Payroll Accounting Clerk</p>	<p>Affirmative Action Coordinator Compensation & Benefits Manager Compensation, Benefits & Job Specialist Conciliator/Mediator/Arbitrator Corporate Trainer Employee Assistance Plan Manager Employer Relations Representative Employment & Placement Manager Employment Interviewer, Private or Public Employment Service Equal Employment Opportunity Specialist Human Resources Assistant Human Resources Consultant Human Resources Coordinator Human Resources Generalist Human Resources Information Systems Specialist Human Resources Manager Identification Clerk Industrial Relations Director International Human Resources Manager Interpreter/Translator Labor & Personnel Relations Specialist Meeting & Convention Planner Occupational Analyst Organizational Behaviorist OSHA/ADA Compliance Officer Pay Equity Officer Payroll Professional Personnel Recruiter Training & Development Manager Training & Development Specialist</p>	<p>Agent Assistant Department Manager Assistant Store Manager Broker Budget Analyst Customer Service Supervisor Demonstrator and Product Promoter Department Manager Director of Non-Profit Agency/Organization Distribution Worker E-commerce Manager & Entrepreneur Industrial Production Manager International Distribution Manager International Merchandising Manager & Supervisor Logistics Manager/Coordinator Logistics Manager/Supervisor Marketing Information Manager Marketing Manager Operations Analyst Operations Specialties Manager Product Manager Project Manager Public Relations Specialist Research & Development Manager Sales Manager/Representative Salesperson Supply Chain Manager Traffic, Shipping, & Receiving Clerk Training and Development Manager Warehouse Manager Wholesale & Retail buyer Wholesale, Freight, Stocking, Handling Material Moving and Packing Worker</p>	<p>Administrative Assistant Administrative Support Communications Equipment Operator Computer Operator Customer Service Assistant Data Entry Specialist Desktop Publisher Dispatcher Executive Assistant Information Assistant Legal Secretary Medical Transcriptionist Office Manager Paralegal Receptionist Shipping & Receiving Assistant Stenographer Word Processor</p>
Path-ways	General Management	Business Information Management	Human Resources Management	Operations Management	Administrative Support
Career K&S	<p>Cluster Knowledge and Skills</p> <ul style="list-style-type: none"> •Academic Foundations •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 •Technical Skills 				