



Cluster Overview: Encompass planning, organizing, directing and evaluating business functions essential to efficient and productive business operations.

Management



Career Goal (O*NET Code): Executive (11-1011), Administrative Services Manager (11-3011), Operations Manager (11-1021), Manager of Production (51-1011), Expediting Clerk (43-5061).

Student's Name: _____ **Date:** _____

School: Mabank High School **Grade:** 9th 10th 11th 12th AR

Primary Endorsement: Business & Industry **Additional Endorsements:** Arts & Humanities
 Public Service STEM

Parent's Signature: _____ **Student's Signature:** _____

SUGGESTED COURSEWORK

EXTENDED LEARNING EXPERIENCES

Middle School	8th	HS Courses:	Algebra I Art I Health	Spanish I Touch Systems Data Entry	Curricular Experiences: Business Professional of America DECA Career Learning Experiences: Career Preparation Job Shadowing Internship	Extracurricular Experiences: Language Immersion Programs School Newspaper Student Government UIL Academic Competitions Yearbook Service Learning Experiences: Boys and Girls Clubs of America Boy Scouts of America Campus Service Organizations Community Service Volunteer Girl Scouts of the USA Peer Mentoring/Peer Tutoring
High School	9th	Core Courses:	English I Algebra I or Geometry Biology	World Geography Languages other than English I Physical Education		
		Career-Related Electives:	Principles of Business, Marketing & Finance Business Information Management I			
	10th	Core Courses:	English II Geometry or Alg II IPC or Chemistry	World History Languages other than English II		
		Career-Related Electives:	Business Information Management II			
	11th	Core Courses:	English III Algebra II, Math Models, or Pre-Cal Physics	United States History Languages other than English III		
Career-Related Electives:		Business Law (BMGT1341) and Accounting I (ACNT1303 & ACNT1304) Practicum in Business Management I				
12th	Core Courses:	English IV Alg II, Pre-Calculus, AP Calculus, AP Statistics Science Elective	Government/Economics Fine Arts Languages other than English IV	Students should take Advanced Placement (AP), International Baccalaureate (IB), dual credit, Advanced Technical Credit (ATC), or locally articulated courses (Tech Prep), if possible. List those courses that count for college credit on your campus.		
	Career-Related Electives:	Accounting II (ACNT1311 & ACNT1313) Stats & Business Decision Making Practicum in Business Management II				
Postsecondary	Practicum and/or Work-Based	Administrative Aide Business Assistant	Help Desk Center Management Trainee	Reservations Agent	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	Microsoft Office Specialist	Internet and Computing Core	OSHA CareerSafe		
	Associate Degrees	Business Administration and Management Business Communication	Enterprise Management and Operations Information Data Processing Services	International Business Virtual Administrative Office		Career Options: Office Coordinator Data Specialist First Line Supervisor Business Records Clerk
	Bachelor Degrees	Applied Business Technology Business Administration Business Sports Management	General Business Healthcare Administration Human Resource Management	International Trade Organizational Administration Organizational Management		Career Options: Public Administrator Public Relations Manager Healthcare Manager Wholesale Trade Representative Business Representative
Graduate Degrees	Admin. Information Systems Business Administration International Business Admin.	Labor and Industrial Relations Management Management Leadership	Multinational Operations Organizational Leadership & Ethics Strategic Leadership	Career Options: Company Executive Management Specialist Government Administrator Industrial Negotiator Business Professor		

COLLEGE CREDIT OPPORTUNITIES -- High School

This program of study (POS) serves as a guide, along with other college and career planning materials, for pursuing college and career goals. POS developed 2017. A Business & Industry endorsement as defined in 19 TAC 74.13(f)(2)(A) requires a coherent sequence of courses for four or more credits in career and technical education (CTE) that consists of at least two courses in the least one advanced CTE same career cluster, including at course, which includes any course that is the third or higher course in a sequence. The final courses in the sequence must be obtained from one of the Business Management and Administration career cluster.