

# Business Management and Administration Career Plan of Study

This plan of study should 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 student's educational and career goals. All plans should meet high school graduation requirements as well as college entrance requirements.

**Required Courses**

**Recommended Courses**

<b>HIGH SCHOOL COURSES</b>	<b>9<sup>th</sup> Grade</b>	<b>10<sup>th</sup> Grade</b>	<b>11<sup>th</sup> Grade</b>	<b>12<sup>th</sup> Grade</b>
	English 9 or Honors English 9	English 10 or Honors English 10	English 11 or Honors English 11	2 English Electives or AP English
	Algebra I or Honors Algebra II	Geometry or Honors Geometry	Algebra/Trig or Honors Pre-Calculus	Pre-Calculus, AP Calculus, Stats or AP Stats
	Biology, Advanced Biology, or Honors Biology	Chemistry, Advanced Chemistry, or Honors Chemistry	Physics, Advanced Physics, or Honors Physics	AP Physics, AP Biology, AP Chemistry, Anatomy & Physiology
	World Cultures	US History I / US History II	US History III or APUSH / Economics	
	PE 9 / Health	PE 10	PE 11	
	<b>Computer Requirement:</b> grade 7-12 Computer Applications, Computer Studies, Programming 1, or Intro to Auto CADD			
	<b>Possible Electives:</b> Art, Global Language, Music			
<b>Career Electives</b> Intro to Business Event Marketing Art electives	<b>Career Electives</b> Business Communications Principles of Marketing Digital Photography	<b>Career Electives</b> Accounting 1 / Advanced Accounting Principles of Management A Psychology Sociology, Crime in America, Politics	<b>Career Electives</b> Principals of Management B, Co-op Math elective (Statistics / AP Stats) <b>Youth Options</b> Please see your counselor	
<b>CAREER OPTIONS</b>	<b>Occupations related to this career cluster:</b>			<b>Volunteer/Other Opportunities</b>
	<p>Advertising Account Executives, Advertising Managers, Department Store Managers, Educational Administrators, Health Care Administrators, Small Business Owners, Theatre Managers, Accountants, Financial Analysts, Tax Preparers, Compensation and Benefits Managers, Employment Interviewers (HOT), Human Resource Managers, Management Consultants, Research Analysts, Public Relations Managers, Administrative Assistants, Hospital Admitting Clerks (HOT), Mail Clerks, Receptionists, Stenographers, and Management Trainees</p> <p>More occupations can be found at <a href="http://www.wiscareers.wisc.edu">www.wiscareers.wisc.edu</a>. (HOT) Job openings in these occupations are projected to increase by at least 27% over the next 10 years.</p>			<p>Numerous volunteer opportunities available at: <a href="http://www.volunteermilwaukee.org">www.volunteermilwaukee.org</a></p>
<b>POST SECONDARY</b>	<b>Technical College</b>	<b>College/University</b>		<b>Military</b>
	<p>AAS/Associate Degree = 2 year program Accounting, Administrative Assistant, Business, Mid-Management, Banking and Financial Services, E-Commerce - Web Administrative, Hotel -Hospitality Management, Information Security Specialist, Legal Secretary, Logistics</p> <p>Technical Diploma = 1 year program Customer Info Specialist, Interpreter Technician, Office Tech Assistant</p>	<p>Possible Majors/Degrees Accounting, Business, Transportation Management, Entrepreneurial and Small business Operations, Finance, International Business, Hospitality Management, Restaurant and Food Services Management, Human Resources Management, Labor and Industrial Relations, Actuarial Science, and Management Information Systems</p> <p>More majors/degrees can be found at <a href="http://www.wiscareers.wisc.edu">www.wiscareers.wisc.edu</a>.</p>		<p>Finance &amp; Accounting Managers, Personnel Specialists, Administrative Officers, Management Analysts &amp; Planners, Health Services Administrators, and Purchasing &amp; Contracting Managers</p> <p>Obtain local recruiter contact information in guidance services.</p>