

**HOUSTON ISD – CAREER AND TECHNICAL EDUCATION FOUR YEAR CAREER PLAN**

**Focused Cluster**

**Career Pathway:**



# Management

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

**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

<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>Career-Related Electives:</b>	<i>Business Computer Information Systems I</i>	
	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>	<i>Business Computer Information Systems II</i>	
	11th	<b>Core Courses:</b>	English III Algebra II Physics	United States History Communication Applications PE or Equivalent
		<b>Career-Related Electives:</b>	<i>Business Image Management and Multimedia</i>	
	12th	<b>Core Courses:</b>	English IV Precalculus Environmental Systems	Government/Economics Fine Arts
		<b>Career-Related Electives:</b>	<i>Career Preparation</i>	

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.

\*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.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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 <p><b>Focused Cluster</b></p>	<h1 style="margin: 0;">Management</h1> <p><i><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</i></p>		
<b>Extended Learning Experiences</b>			
<b>Curricular Learning Experiences:</b>	Business Professionals of America		DECA
<b>Career Learning Experiences:</b>	Future Business Leaders of America		
<b>Career Learning Experiences:</b>	Career Preparation (Paid/Unpaid)		
<b>Extracurricular Experiences:</b>	Job Shadowing	UIL	Internship
<b>Extracurricular Experiences:</b>	Language Tutor	School Newspaper	
<b>Extracurricular Experiences:</b>	Yearbook	School Class Officer	
<b>Service Learning Experiences:</b>	Boy Scouts of America	Community Service Volunteer	
<b>Service Learning Experiences:</b>	Girls Scouts of the USA	Boys and Girls Clubs of America	
<b>Training and Certificates</b>			
<b>On-the-Job Training:</b>	Reservations Agent	Management Trainee	Business Assistant
<b>Certificates:</b>	NOTE: These experiences may be started and/or completed as part of the high school experience.		
<b>Certificates:</b>	Microsoft Office Specialist (MOS)	OSHA CareerSafe	<b>Career Options:</b> Administrative Aide Help Desk Center
<b>Certificates:</b>	Internet and Computing Core Certification (C3)		
<b>Certificates:</b>	NOTE: These experiences may be started and/or completed as part of the high school experience.		
<b>Postsecondary</b>			
<b>Associate's Degrees:</b>	Business Administration and Management	Enterprise Management and Operations	<b>Career Options:</b> Business Records Clerk Data Specialist First Line Supervisor Office Coordinator
<b>Associate's Degrees:</b>	Business Communications	International Business	
<b>Associate's Degrees:</b>	Information Data Processing Services	Virtual Administrative Office Management	
<b>Bachelor's Degrees:</b>	Applied Business Technology	Organizational Administration/Mgmt	<b>Career Options:</b> Business Representative Business Researcher Public Relations Manager Healthcare Manager Information Officer Operations Manager Public Administrator Sports/Entertainment Manager Wholesale Trade Representative
<b>Bachelor's Degrees:</b>	Business Administration	Healthcare Administration	
<b>Bachelor's Degrees:</b>	Business Sports Mgmt	Human Resource Mgmt	
<b>Bachelor's Degrees:</b>	General Business		
<b>Graduate Degrees:</b>	Business Administration Management	Administrative Information Systems	<b>Career Options:</b> Business Professor Company Executive Government Administrator Industrial Negotiator Management Specialist
<b>Graduate Degrees:</b>	Strategic Leadership Training and Development	International Business Administration	
<b>Graduate Degrees:</b>		Organizational Leadership and Ethics	
<b>Graduate Degrees:</b>			