

## Management

<b>Cluster Overview</b> : Encompass planning, organizing, directing and evaluating business functions essential to efficient and productive business operations.			<b>Career Goal</b> ( <i>O</i> * <i>NET Code</i> ): Executive (11-1011), Administrative Services Manager (11-3011), Operations Manager (11-1021), Manager of Production (51-1011), Expediting Clerk (43-5061).					
						Grade: School:		
producti	ve busin	less operations.	SUGGESTED COURSEWORK				EXTENDED LEARNIN	
Middle School	8th	HS Courses:	SC	GGESTED COORSEWORK		<i>Curricular Experiences:</i> <u>Business Professional of Ame</u> DECA		
High School	9th	Core Courses:	English I Algebra I Biology	World Geography Physical Education Languages other tha	Professional Communications	Future Business Leaders of America		
		Career-Related Electives:	Introducto	ory Business Documents or Principles of E	Business, Marketing & Finance	Career Learning Experiences: Career Preparation		
	10th	Core Courses:	English II Geometry Chemistry	Langua	History ges other than English II			
		Career-Related Electives:	Business Information Management I			Job Shadowing Internship		
	11th	Core Courses:	English III United States History Algebra II Physics					
		Career-Related Electives:	Business Law or Accounting I or Business Information Management II or Business Management or Languages other than English III			<b>COLLEGE CREDIT OPPORTU</b> Students should take Advanced Placement (AP), International Baccalaureate ( articulated courses (Tech Prep), if possible. List those courses that count for co		
	12th	Core Courses:	English IVGovernment/EconomicsPrecalculusFine ArtsEnvironmental SystemsFine Arts					
		Career-Related Electives:	Career Pre than Engli	eparation or Accounting II or Human Res ish IV	ource Management or Languages other			
	n-the-Job Fraining	Business Assistant		Management Trainee	Reservations Agent			
	IO T	NOTE: These experiences	may be started	d and/or completed as part of the high school experi-				
	Certificates	Microsoft Office Specialist		Internet and Computing Core	OSHA CareerSafe	<i>Career Options:</i> Administrative Aide	Help Desk Center	
	-	Business Administrati	earn all or part of these certificates as part of the high school experience.		Career Options:			
Postsecondary	Associate Degrees	Management Business Communicat		Enterprise Management and Operations Information Data Processing Services	International Business Virtual Administrative Office	Office Coordinator Data Specialist	First Line Supervisor Business Records Clerk	
	Bachelor Degrees	Business Administration Healthcare A		General Business Healthcare Administration Human Resource Management	International Trade Organizational Administration Organizational Management	<i>Career Options:</i> Public Relations Manager Healthcare Manager	Public Administrator 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	<i>Career Options:</i> Company Executive Management Specialist	Government Administrator Industrial Negotiator Business Professor	
	-	s may select other elective cou	irses for perso	nal enrichment purposes.		This plan of study serves as a guide, alon	g with other career planning materials, for pursu	

١G	EXPERIENCES
	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

## ORTUNITIES -- High School

reate (IB), dual credit, Advanced Technical Credit (ATC), or locally at for college credit on your campus.

	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				
ative					
auve					
r pursuing a career path and is based on the most recent information as of 2009. All ements.					