

HIGH SCHOOL PLANNER

BUSINESS, MANAGEMENT & ADMINISTRATION

This information should serve as a guide, along with other career planning materials, as you continue your career path. Courses listed within this guide are only recommended coursework and should be individualized to meet each learner's education and career goals. All plans should meet high school graduation requirements as well as college entrance requirements.

HIGH SCHOOL	9th	10th	11th	12th
	Core Requirements		Core Requirements	
	English 9 Secondary Math 1 Science World Geography	English 10 Secondary Math 2 Science World Civilizations	English 11 Secondary Math 3 (PreCalculus) Science U.S. History	English 12 Calculus or Statistics American Gov. & Citizenship
	Required Electives			
	PE, The Arts, CTE, Computer Tech., Health, Financial Literacy			
	Career Electives (Choose Three Credits)			
	9th	10th	11th	12th
	Word Processing Marketing Introduction Computers in Business	Banking & Finance, Personal Finance, Accounting 1 & 2, Business Management, Business Communications, Business Law, Business Web Page Design, Adv. Business Web Page Design, Entrepreneurship, Economics	Accounting 1 & 2 , Accounting 3 & 4, Administrative Procedures, Business Management, Business Communication, Business Law, Business Web Page Design, Entrepreneurship, Economics, Marketing, <u>Academy of Finance</u> which may earn 20 semester hours of college credit through SLCC. Academy of Finance must be registered for in the 11th grade.	
Career Enhancement Options	GTI	STATE CTE CAREER PATHWAYS		Work Based Learning / CTSO Participation
	Computer Programming, Network +, Web Development, Oracle, A+, Linux, Networking	The state CTE Business pathway has the following study plans to consider: Accounting & Finance, Business Administrative Support, Business Entrepreneurship, Business Management, Business Technology Support For more information http://schools.utah.gov/cte/pathways_articulation.html		See your career counselor for information about: Job-Shadowing Seminars Internship Apprenticeships
Post Secondary	SLCC School of Applied Technology		Tech Training/ AS Degree	
	Accounting Clerk Administrative Office Specialist Customer Service/Receptionist See: www.slcc.edu/sat		Business Accounting Business Management Human Resources Management www.slcc.edu	
	College/University			
	Accounting Information Systems Finance Business Management Marketing Human Resources Management Operations Management Entrepreneurship To find schools offering programs of study see UtahFutures			



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>Entrepreneurs•Chief Executives•General Managers•Accounting Manager•Accounts Payable Manager•Assistant Credit Manager•Billing Manager•Business & Development Manager•Compensation & Benefits Manager•Credit & Collections Manager•Payroll Manager•Risk Manager•Operations Managers• Public Relations Managers• Human Resource Managers• Management Analysts• Facilities Managers• Association Managers •Meeting & Convention Planners• Administrative Services Managers• Sports & Entertainment Managers•Hospital Management•Government Management•Public Organization Management•Manufacturing Management•Purchasing Management• First Line Supervisors•Public Relations Specialists•Senior Managers•Management Trainees•</p>	<p>Accountants*Accounting Clerk*Accounting Supervisor*Adjuster*Adjustment Clerk*Assistant Treasurer*Auditor*Bookkeeper*Budget Analyst*Budget Manager*Billing Supervisor*Cash Manager*Controller*Mergers & Acquisitions Manager*Price Analyst*Top Collections Executive*Top Investment Executive*Treasurer*Chief Financial Officer*Finance Director*Certified Public Accountant*Accounts Receivable Clerk*Cost Accountant*Financial Accountant*Billing Clerk*Payroll Accounting Clerk</p>	<p>Human Resources Managers•International Human Resources Managers•Human Resources Coordinators•Industrial Relations Director•Compensation & Benefits Managers•Employment & Placement Managers•Employee Assistance Plan Managers•Training & Development Managers•Human Resources consultant•Corporate Trainer• Training & Development Specialists•Conciliators/Mediators/Arbitrators• Employer Relations Representatives•Labor & Personnel Relations Specialists•Affirmative Action Coordinators•Equal Employment Opportunity Specialists•OSHA/ADA Compliance Officer•Pay Equity Officers•Interpreters & Translators•Organizational Behaviorists•Occupational Analysts•Compensation, Benefits & Job Analyst Specialists•Human Resources Information Systems Specialists•Meeting & Convention Planners•Employment Interviewers, Private or Public Employment Service•Personnel Recruiters•Human Resources Assistants•Payroll Professional•Assignment Clerks•Identification Clerks•Human Resources Generalist•Human Resources Clerks</p>	<p>Systems Analyst•E-Commerce Analyst• Requirements Specialist•Marketing Analyst•Operations Research Analyst•Business Consultant•Business Analyst•Budget Analyst• Product Manager•Price Analyst</p>	<p>Marketing Manager•Assistant Marketing Manager•Sales Engineer•Sales Manager•Sales Representative•Broker•Agents•Assistant Store Manager•Department Manager•Assistant Department Manager•Salesperson•Customer Service Supervisor•Customer Service Consultant•Counter Person•Customer Service Clerk•Product Manager•Project Manager•Research & Development Manager•Research & Management Supervisor•International Marketing Manager & Supervisor•International Merchandising Manager & Supervisor•Marketing Manager•Property, Real Estate and Association Manager & Supervisor•Small Business Owner & Entrepreneur•E-commerce Manager & Entrepreneur•Wholesale & Retail buyer•International Distribution Manager•Warehouse Manager•Logistics Manager/Supervisor•Logistics Manager/Coordinator•Market Researcher•Marketing Information Manager•Public Relations Specialist•Public Relations Writer•Copywriter•Media coordinator•Art Director•Graphic Designer•Event Manager•Advertising Salesperson•Route Salesperson•Distribution Worker•Wholesale ,Freight, Stocking, Handling, Material Moving and Packing Worker•Traffic, Shipping, & Receiving Clerk•Demonstrators and Product Promoter•Retail Salespeople & Associate•Telemarketer</p>	<p>Administrative Assistant•Executive Assistant•Office Manager•Administrative Support•Medial Front Office Assistant•Information Assistant•Desktop Publisher•Customer Service Assistant•Data Entry Specialists•Receptionist•Communications Equipment Operator•Computer Operator•Court Reporter•Stenographer•Dispatcher•Shipping & Receiving Personnel•Records Processing Occupations including Library Assistant & Order Processor•Word Processor•Typists•Medical Transcriptionist•Legal Secretaries•Paralegals</p>
Pathways	Management	Business Financial Management & Accounting	Human Resources	Business Analysis	Marketing	Administrative & Information Support
Cluster K&S	<p style="text-align: center;">Cluster knowledge and skills</p> <p style="text-align: center;">♦ 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</p>					