

HOWARDS GROVE HIGH SCHOOL

BUSINESS, MANAGEMENT & ADMINISTRATION Career Plan of Study
 Planning, organizing, directing, and evaluating business functions essential to efficient and productive business operations. Business Management & Administration career opportunities are available in every sector of the economy. Pathways include: Administrative Services; Business Information Mgt; General Mgt; Human Resource Mgt; and Operations Mgt.

	Entry Level Occupations	Careers with Certification/Associate Degree	Careers with Bachelors, Pre-Professional, or Higher Degree
Sample Occupations	Bank Teller; Data Entry Clerk; File Clerk; Hospital Admitting Clerk; Hotel Clerk; In-Home Salesperson; Loan Clerk; Receptionist; Salesperson; Shipping/Receiving Clerk; Telemarketer; Typist; Warehouse Worker	Accounting Assistant; Administrative Assistant; Advertising Sales; Claims Adjuster; Computer Operator; Court Reporter; Display Person; Management Trainee; Real Estate Agent; Retail Sales Supervisor; Small Business Owner; Tax Preparer; Travel Agent; Word Processor	Accountant-CPA; Advertising Manager; Financial Planner; Human Resource Manager; Insurance Specialist; Loan Officer; Marketing Director; Sales Representative; Training Specialist; Travel Agency Manager

This plan of study should serve as a guide, along with other career planning materials, as you continue on your career path. Courses listed within this plan are only recommended courses and should be individualized to meet each learner's educational and career goals. All plans should meet high school graduation requirements as well as post-secondary school entrance requirements.

High School Requirements	Grade	English (4 credits total)	Math (2 credits total)	Science (2 credits total)	Social Studies (3 credits total)	Additional Requirements
	9	English 9		Physical Science	Geography	Computer App. OR Info. & Computer Tech. Physical Education Health
	10	Sophomore Composition		Biology	World History	Physical Education Health
	11	Speech & .5 credit (see list below)			U.S. History	Grades 9 - 12 <i>Fine Arts/Humanities:</i> 1 credit from Art, Music, Foreign Language, or Mythology <i>Career & Technical Education:</i> 1 credit from Agribusiness, Business Ed, Family & Consumer Ed, or Tech Ed Grade 11 or 12: P.E. Elective
	12	English Electives (see list below)			Political Systems & Issues	

High School Electives	English Electives	Math Electives	Science Electives	Social Studies Electives	Recommended Electives
	with Speech: American Lit Mythology Mass Media grade 12: Advanced Comp & World Lit; Advanced Comp & Mythology; Lit A & Lit B AP English	Applied Math I Algebra I Geometry Algebra II Intro to Stats Trigonometry Elementary Functions Calculus	Applied Chemistry Chemistry Physics AP Adv. Chemistry AP Adv. Biology	Social Problems	Desktop Publishing; Business & Computer Applications; Corporate & International Business; Accounting I, II, & III; Business Law; Business Economics; Personal Finance; Future Prep; Business Co-op; Finance Youth Apprenticeship; 2 years World Language; Psychology

POST SECONDARY PROGRAMS

	Certificates	Technical Diplomas	Associate Degrees
Technical Colleges	Office Aide: Southwest Wisconsin Office Technology Assistant: MATC Small Business Training: MATC	Bilingual Office Assistant: MATC Business Software Applications Specialist: Madison Area Medical Office Specialist: MPTC Medical Transcription: LTC, Madison Area, MPTC Office Assistant: FVTC, LTC, MPTC, NWTC Small Business Entrepreneurship: Gateway, Madison Area	Administrative Assistant: FVTC, LTC, MATC, MPTC, NWTC Business Mgt: FVTC, LTC, MATC, MPTC, NWTC Health Care Business Services: NWTC Human Resources: FVTC, LTC Legal Administrative Professional: MATC, MPTC Medical Administrative Specialist: LTC, Madison Area, MATC Supervisory Mgt: FVTC, LTC, MATC, MPTC, NWTC Supply Chain Mgt: LTC, NWTC

Key to Abbreviations: FVTC: Fox Valley; LTC: Lakeshore; MATC: Milwaukee Area; MPTC: Moraine Park; NWTC: Northeast Wisconsin

	Public Colleges	Private Colleges
Four Year Colleges	Accounting: Green Bay, Madison, Milwaukee, Stevens Point, Whitewater Actuarial Science: Madison, Milwaukee Business Administration: Green Bay, Stevens Point, Whitewater Golf Enterprise Management: Stout Graphic Communication Mgt: Stout Hotel, Restaurant, & Tourist Mgt: Stout Human Resources Mgt: Madison, Milwaukee, Oshkosh, Whitewater International Business: La Crosse, Madison, Milwaukee Marketing: Madison, Milwaukee, Oshkosh, Whitewater Risk Management & Insurance: Madison	Actuarial: Concordia Accounting: Concordia, Lakeland, Marian, Silver Lake Business Administration: Concordia, Lakeland, Marquette, MSOE, St. Norbert Entrepreneurship: Marquette, MSOE Human Resource Mgt: Marian, Marquette, St. Norbert, Silver Lake Marketing: Concordia, Lakeland, Marian, Marquette, MSOE, St. Norbert Real Estate: Marquette

These are some of the programs at Wisconsin Technical Colleges and some of the majors at UW System Colleges and WI Private Colleges and Universities.

For information about technical college programs go to www.witechcolleges.org.

For information about UW System colleges go to www.wisconsin.edu.

For information about private colleges and universities in Wisconsin go to www.wisconsinmentor.org.

For information about transfer agreements between technical colleges and UW System schools and between technical colleges and private schools go to www.uwsa.edu/tis.

This is one of sixteen career clusters. For more information about career clusters go to www.careerclusters.org.