



Name _____

Learner ID _____

School/College/University _____

SHS PLAN OF STUDY

Business, Management and Administration

Career Cluster Plan of Study for ► Learners ► Parents ► Counselors ► Teachers/Faculty

This Career Cluster Plan of Study (based on the Business, Management and Administration Career Cluster) can serve as a guide, along with other career planning materials, as learners continue on a career path. Courses listed within this plan are only recommended coursework and should be individualized to meet each learner's educational and career goals. *This Plan of Study, used for learners at an educational institution, should be customized with course titles and appropriate high school graduation requirements as well as college entrance requirements.

EDUCATION LEVELS	GRADE	English/ Language Arts	Math	Science	Social Studies/ Sciences	Other Required Courses	*Career and Technical Courses and/ or Degree Major Courses for Business, Management and Administration	Other Electives	SAMPLE Occupations Relating to This Career Cluster	
Interest Inventory Administered and Plan of Study Initiated for all Learners										
SECONDARY	9	English I	Algebra I, Pt. 1 Algebra I Geometry	Physical Science	OK History Government	1 unit of Fine Arts, 2 units of Foreign Language or 2 units of Computer Technology	Technology Education	Band, Orchestra, Art, Computer Technology, Careers, Speech & Drama, PE, Family & Consumer Science I, Choir	<ul style="list-style-type: none"> ► Administrative Assistant ► Advertising Sales Person ► Auditor ► Business Consultant ► Certified Public Accountant ► Corporate Trainer ► E-Commerce Analyst ► Entrepreneur ► Facilities Manager ► Finance Director ► Human Resources Manager ► Investment Executive ► Marketing Analyst ► Medical Transcriptionist ► Office Manager ► OSHA/ADA Compliance Officer ► Personnel Recruiter ► Public Relations Manager ► Sales Representative ► Wholesale and Retail Buyer 	
	10	English II	Algebra I, Pt. 2, Algebra I, Geometry, Algebra II	Biology or Contextual Biology	World History		Business Management & Supervision, Entrepreneurship			Accounting I, Business Finance, General Business, Computer Applications, Microsoft office, Document Processing, Microsoft Access, Microsoft Excel, Student Leadership, AP Macroeconomics
	11	English III	Geometry, Algebra II, Alg. III or Trig/Pre-Calculus, and/or AP Statistics	Chemistry and/or other lab sciences	American History		Technology Center: Business Technology Information Technology			
	12	English IV	Alg. III or Trig/Pre-Calculus, and/or AP Statistics, AP Calculus							
Articulation/Dual Credit Transcribed-Postsecondary courses may be taken/moved to the secondary level for articulation/dual credit purposes.										
POSTSECONDARY	Technology Center			Community College			College/University			
	Administrative & Information Support Administrative & Information Support – Medical & Legal Business Financial Management & Accounting Management For more infor., visit www.okcareertech.org			Accounting Business communications Human Resources Management Administrative Assistant For more infor., visit www.okcareertech.org			Accounting International Business Market Management & Research Operations, Management & Supervision For more infor., visit www.okcareertech.org			