

## Fort Zumwalt East High School Program of Study (POS)

### Career Cluster Plan of Study (Pathways: Management, Business Financial Management and Accounting, Human Resources, Business Analysis, Marketing and Communications, Administrative and Information Support)

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

Grade	English 4 credits	Math 3 credits (4 recommended)	Science 3 credits	Social Studies/ Sciences 3 credits	Other Required Courses, Recommended Electives, Career & Technical Courses and/or <i>Degree Major Courses</i>	Additional Learning Opportunities	<i>SAMPLE Occupations Relating to this Cluster</i>
9	English I / Pre-AP English I	Algebra I, Geometry, Pre-AP Geom.	Physical Science, Biology, Pre-AP Biology	US History or Pre-AP US History	PE / Health or Fine Arts Foreign Language, Leadership, Desktop Publishing, Word Processing, Computer Applications, Principles of Bus., Intro to Leadership, Adv. Leadership, PLTW Computer Sci and Soft Engineering	<b>Clubs:</b> FBLA, FCCLA, DECA, Key, NHS, STUCO	<ul style="list-style-type: none"> <li>▶ Administrative Assistant</li> <li>▶ Advertising Sales Person</li> <li>▶ Auditor</li> <li>▶ Business Consultant</li> <li>▶ Certified Public Accountant</li> <li>▶ Corporate Trainer</li> <li>▶ E-Commerce Analyst</li> <li>▶ Entrepreneur</li> <li>▶ Facilities Manager</li> <li>▶ Finance Director</li> <li>▶ Finance Director</li> <li>▶ Human Resources Manager</li> <li>▶ Investment Executive</li> <li>▶ Marketing Analyst</li> <li>▶ Medical Transcriptionist</li> <li>▶ Office Manager</li> <li>▶ OSHA/ADA Compliance Officer</li> <li>▶ Personnel Recruiter</li> <li>▶ Public Relations Manager</li> <li>▶ Sales Representative</li> <li>▶ Wholesale and Retail Buyer</li> <li>▶ Abstractor</li> <li>▶ Accountant</li> <li>▶ Actuary</li> <li>▶ Bill and Account Collector</li> <li>▶ Commodities Representative</li> <li>▶ Controller</li> <li>▶ Credit Analyst</li> <li>▶ Debt Counselor</li> <li>▶ Economist</li> <li>▶ Financial Planner</li> <li>▶ Foreign Exchange Manager</li> <li>▶ Insurance Broker</li> <li>▶ Internal Auditor</li> <li>▶ Loan Officer</li> </ul>
10	English II / Pre-AP English II	Geometry, Pre-AP Geom, Algebra II, Pre-AP Alg II	Biology Pre-AP Biology Chemistry Gen Physics Zoology Astron, Geology, Env Sci I/II	World History AP World History	Personal Finance, Business and Personal Law, Accounting, Bus. & Event Management, Entrepreneurship Marketing Concepts, Business Web Design, Bus. Adv. Web Design	<b>Athletics Summer Camps Job Shadow</b>	
11	American Literature / Pre-AP American Literature/ AP Lang	Geometry, Pre-AP Geom, Algebra II, Pre-AP Alg II, Algebra III, Pre-AP Calc, College Algebra	Chemistry, Gen Physics, Applied Biology /Chem I, AP Physics, AP Biology, AP Chem, Zoology, Astron, Geology, Env I/II	Government, General or Concepts of Psych, Cont Issues, AP US History, AP Govt, AP World History	Adv. Accounting, Adv Computer Applic, Retail & Hospitality, Advertising & Promotion, Sports & Entertainment Marketing, Lewis and Clark Tech: Computer Information Systems Computer Maintenance	<b>Volunteer Community Service see <a href="http://www.communitycouncil.org">www.communitycouncil.org</a></b>  <b>Part-time Employment Entrepreneurship</b>	
12	Senior Lit AP Lit AP Lang (or 2 sem classes)	Algebra II, Algebra III, College Algebra, Pre-AP Calculus, AP Statistics, AP Calculus	See 11 <sup>th</sup> grade options, Applied Bio/Chem II	See 11 <sup>th</sup> grade options	Marketing Internship and Business Internship (Work Credit), Independent Study Business Lewis and Clark Tech: Computer Information Systems	<b>Assessments:</b> PSAT ACT, SAT, ASVAB, MO Connections	

#### Post Secondary

For listing of Community Colleges, Tech Schools, and 4 year colleges: [www.missouriconnections.org](http://www.missouriconnections.org)



**Business Management and Administration careers encompass planning, organizing, directing and evaluating business functions.**

Sample Career Specialties / Occupations	<p>Entrepreneur • Chief Executive Officer • General Manager • Accounting Manager • Accounts Payable Manager • Assistant Credit Manager • Billing Manager • Business &amp; Development Manager • Compensation &amp; Benefits Manager • Credit &amp; Collections Manager • Payroll Manager • Risk Manager • Operations Manager • Public Relations Manager • Human Resource Manager • Management Analyst • Facilities Manager • Association Manager • Sports &amp; Entertainment Manager • Hospital Manager • Government Manager • Public Organization Manager • Manufacturing Manager • Purchasing Manager • First Line Supervisor • Senior Manager • Management Trainee • Small Business Owner</p>	<p>• Information Systems Manager • Accounting Clerk • Accounting Supervisor • Adjuster • Chief Technology Officer • Auditor • Bookkeeper • Budget Analyst • Budget Manager • Billing Supervisor • Management Analyst • Controller • Merger &amp; Acquisitions Manager • Price Analyst • Top Collections Executive • Information Technology Director • Chief Financial Officer • Finance Director • Certified Public Accountant • Project Manager • Cost Accountant • Librarian • Payroll Accounting Clerk</p>	<p>Human Resources Manager • International Human Resources Manager • Human Resources Coordinator • Industrial Relations Director • Compensation &amp; Benefits Manager • Employment &amp; Placement Manager • Employee Assistance Plan Manager • Training &amp; Development Manager • Human Resources Consultant • Corporate Trainer • Training &amp; Development Specialist • Conciliator/Mediator/Arbitrator • Employer Relations Representative • Labor &amp; Personnel Relations Specialist • Affirmative Action Coordinator • Equal Employment Opportunity Specialist • OSHA/ADA Compliance Officer • Pay Equity Officer • Interpreter/Translator • Organizational Behaviorist • Occupational Analyst • Compensation, Benefits &amp; Job Analyst Specialist • Human Resources Information Systems Specialist • Meeting &amp; Convention Planner • Employment Interviewer, Private or Public • Employment Service • Personnel Recruiter • Human Resources Assistant • Payroll Professional • Identification Clerk • Human Resources Generalist</p>	<p>• Training and Development Manager • Operations Analyst • Sales Manager • Sales Representative • Broker • Agent • Assistant Store Manager • Department Manager • Assistant Department Manager • Salesperson • Customer Service Supervisor • Product Manager • Project Manager • Research &amp; Development Manager • Budget Analyst • International Merchandising Manager &amp; Supervisor • Marketing Manager • E-commerce Manager &amp; Entrepreneur • Wholesale &amp; Retail buyer • International Distribution Manager • Warehouse Manager • Logistics Manager/Supervisor • Logistics Manager/Coordinator • Marketing Information Manager • Public Relations Specialist • Distribution Worker • Wholesale, Freight, Stocking, Handling, Material Moving and Packing Worker • Traffic, Shipping, &amp; Receiving Clerk • Demonstrator and Product Promoter • Supply Chain Manager • Director of Non-Profit Agency/Organization • Operations Specialties Manager • Industrial Production Manager</p>	<p>Administrative Assistant • Executive Assistant • Office Manager • Administrative Support • Information Assistant • Desktop Publisher • Customer Service Assistant • Data Entry Specialist • Receptionist • Communications Equipment Operator • Computer Operator • Stenographer • Dispatcher • Shipping &amp; Receiving Assistant • Word Processor • Medical Transcriptionist • Legal Secretary • Paralegal</p>
Pathways	General Management	Business Information Management	Human Resources Management	Operations Management	Administrative Support