



Houston High School
Business Management & Administration
Career Cluster Program of Study Template
 www.houston.k12.mo.us

Minimum Graduation Requirements		SUGGESTED COURSE OF HIGH SCHOOL STUDY It is suggested that students consider dual credit, articulation, or advanced placement opportunities for postsecondary credit.						
	Grade	English	Math	Science	Social Studies	Required Courses, Elective Options	Houston High School Career Ed Programs	Additional Learning Opportunities
Secondary	9	English I	Pre-Alg OR Algebra I	Integrated Science	American Fundamentals	PE / Health Fine Arts	Intro to Business Additional Electives: Computer Apps Multimedia	School-Based: <input type="checkbox"/> Career Research <input type="checkbox"/> Cooperative Education <input type="checkbox"/> Internship <input type="checkbox"/> Job Shadowing <input type="checkbox"/> Service Learning Project <input type="checkbox"/> Other: _____
	10	English II	Algebra I OR Algebra II	Biology	American History		Business Law Additional Electives: Accounting I Web Design	Community Based: <input type="checkbox"/> Mentorship <input type="checkbox"/> Volunteer <input type="checkbox"/> Part-time Employment <input type="checkbox"/> Other: _____
	11	English III	Geometry OR Algebra II	Chemistry I OR Earth Science OR Anat. & Phys. OR	Government	Personal Finance	Business Management Additional Electives: Accounting II	Assessments/Certifications: <input type="checkbox"/> Technical Skills Attainment (TSA) <input type="checkbox"/> Other: _____
	12	Choice of: College Prep Eng Dual Credit English English 4	Trig OR Dual Credit Algebra Advanced Algebra Calculus	Dual Credit Bio Chemistry II Zoology Physics	Psychology Sociology WWII Holocaust Dual Credit History	Students as Tutors	Entrepreneurship Additional Electives: Business Technology Business Economics	Placement Assessments: <input type="checkbox"/> Compass Test <input type="checkbox"/> PLAN <input type="checkbox"/> ACT <input type="checkbox"/> PSAT <input type="checkbox"/> SAT <input type="checkbox"/> ASVAB <input type="checkbox"/> WorkKeys <input type="checkbox"/> Other: _____

Postsecondary Offerings – For A Complete Listing, go to www.missouriconnections.org

Postsecondary	Community College	Technical School/Training Institution	In State		Out of State/Other
	<p>Crowder College www.crowder.edu</p> <p>East Central College www.eastcentral.edu</p> <p>Jefferson College www.jeffco.edu</p> <p>Metropolitan Community College www.mcckc.edu</p> <p>Mineral Area College www.mineralarea.edu</p> <p>Moberly Area Community College www.macc.edu</p> <p>North Central Missouri College www.ncmissouri.edu</p> <p>Ozarks Technical Comm College www.otc.edu</p> <p>St. Charles Community College www.stchas.edu</p> <p>St Louis Community College www.stlcc.edu</p> <p>State Fair Community College www.sfccmo.edu</p> <p>Three Rivers Community College www.trcc.edu</p>	<p>Cape Girardeau Career/Tech Center www.cape.k12.mo.us/cc/default.htm</p> <p>Clinton Tech School www.clinton.k12.mo.us</p> <p>Eldon Career Center - www.eldoncareercenter.org</p> <p>Franklin Technology- MSSU www.ftcjoplin.com</p> <p>Grand River Technical School www.grts.org</p> <p>Hillyard Technical Center www.hillyardtech.com</p> <p>Kirksville Area Tech Center www.kirksville.k12.mo.us</p> <p>Lex La-Ray Tech Center www.lexington.k12.mo.us</p> <p>Moberly Area Tech Center www.moberly.k12.mo.us</p> <p>Northwest Tech School - www.maryville.k12.mo.us</p> <p>Pike-Lincoln Tech Center www.pltc.k12.mo.us</p> <p>Ranken Tech College - www.ranken.edu</p> <p>Saline County Career Center www.marshallschools.com/sccc</p> <p>Sikeston Career and Technology Center www.sikeston.k12.mo.us</p>	<p>Avila University - www.avila.edu</p> <p>Baptist Bible College - www.baptist.edu</p> <p>Bryan College - www.bryancollege.com</p> <p>Central Methodist University www.centralmethodist.edu</p> <p>College of the Ozarks - www.coto.edu</p> <p>Columbia College - www.ccis.edu</p> <p>Culver-Stockon College - www.culver.edu</p> <p>DeVry University – www.devry.edu</p> <p>Drury University - www.drury.edu</p> <p>Evangel University - www.evangel.edu</p> <p>Everest College - www.everest-college.com</p> <p>Fontbonne Univ - www.fontbonne.edu</p> <p>Hannibal-Lagrange College - www.hlg.edu</p> <p>Harris-Stowe State Univ - www.hssu.edu</p> <p>Hickey College - www.hickeycollege.edu</p> <p>Lincoln University - www.lincolnu.edu</p> <p>Lindenwood Univ - www.lindenwood.edu</p> <p>Maryville Univ of St. Louis www.maryville.edu</p> <p>Messenger College www.messengercollege.edu</p> <p>Missouri Baptist Univ - www.mobap.edu</p> <p>Missouri College www.missouricollege.com</p> <p>MO Southern State Univ - www.mssu.edu</p> <p>Missouri State University www.missouristate.edu</p> <p>Missouri State University – West Plains www.wp.missouristate.edu</p>	<p>Missouri Western State University www.missouriwestern.edu</p> <p>Northwest Missouri State University www.nwmissouri.edu</p> <p>Park University - www.park.edu</p> <p>Patricia Stevens College www.patriciastevenscollege.edu</p> <p>Rockhurst University - www.rockhurst.edu</p> <p>Saint Louis University www.imagine.stu.edu</p> <p>Sanford-Brown College www.sanford-browncollege.com</p> <p>Southeast MO State Univ - www.semo.edu</p> <p>Southwest Baptist Univ - www.sbuniv.edu</p> <p>Stephens College - www.stephens.edu</p> <p>Truman State Univ - www.truman.edu</p> <p>Univ of Central MO - www.ucmo.edu</p> <p>Univ of MO – Columbia - www.missouri.edu</p> <p>Univ of MO – Kansas City www.umkc.edu</p> <p>Univ of MO – Rolla – www.umar.edu</p> <p>Univ of MO – St Louis - www.umsl.edu</p> <p>Univ of Phoenix – www.phoenix.edu</p> <p>Vatterott College www.vatterott-college.edu</p> <p>Washington University - www.wustl.edu</p> <p>Webster University - www.websteruniv.edu</p> <p>Westminster College www.westminster-mo.edu</p> <p>William Jewell College - www.jewell.edu</p> <p>William Woods University www.williamwoods.edu</p>	<ul style="list-style-type: none"> • Apprenticeship • Military • On-the-Job Training <p>Colorado Technical University www.coloradotech.com</p> <p>Daruby School www.darubyschool.com</p> <p>Grantham University www.grantham.edu</p> <p>ITT Technical Institute www.itt-tech.edu</p> <p>Metro Business College www.metrobusinesscollege.edu</p> <p>MVC Computer & Business School www.mvcschool.com</p> <p>National American University www.national.edu</p> <p>TechSkills www.techskills.com</p> <p>Texas County Technical Institute www.texascountytech.edu</p>

Sample Careers By Educational Level – For Occupational Specialties, go to www.careerclusters.org or www.missouriconnections.org

On-the-Job Training	Technical Training or Associate Degree	Bachelors Degree	Masters Degree or More
Billing Clerks Bookkeeping and Accounting Clerks Computer Operators Copy Machine Operators Couriers and Messengers Data Entry File Clerks General Office Clerks Human Resources Assistants Interviewing Clerks Mail Clerks Order Clerks and Stock Clerks Payroll and Timekeeping clerks Receptionists Secretaries Shipping and Receiving Clerks Typists	Court Reporters First-Line Supervisors/Managers General and Operations Managers Production and Operating Workers	Administrative Services Managers Advertising Managers Business Executives Computer and Information Systems Managers Employee Training Specialists Employment Interviewers and Recruiters Human Resources Managers Job Benefits and Analysis Specialists Management Analysts Market Research Analysts Meeting and Convention Planners Property and Real Estate Managers Public Relations Managers, Specialists Purchasing Manager and Sales Managers Regulatory Affairs Specialists Social and Community Services Managers Storage and Distribution Managers	Business Teacher, Postsecondary Chief Executives Controller, Treasurers Economists Medical and Health Services Managers Operations Research Analysts Statisticians