



4 Business, Management & Administration Plan of Study



Sub-Pathways: Management Pathway; Business Financial Management and Accounting Pathway; Human Resources Pathway; Business Analysis Pathway; Marketing and Communications Pathway; Administrative and Information Support Pathway

High School	9 th Grade	10 th Grade	11 th Grade	12 th Grade
	English 9 or Freshman Honors English	Speech and Writing Experiences	American Literature and Advanced Writing or Guided Writing Projects	Contemporary Literature or Classical Literature or Guided Literature Projects or AP English
	Algebra 1 (or Geometry)	Geometry (or Algebra 2)	Algebra 2 (Pre-Calculus or Discrete Math)	Discrete Math, Pre-Calculus, or AP Statistics (or AP Calculus)
	Molecular Biology	Chemistry	Physical Science or Physics	Advanced Chemistry or AP Biology
	American Studies II	Contemporary American History or Historical Viewpoints	Modern Western Civilization or Geography	American Government and Economics or Psychology or Sociology
	Lifetime Fitness Educ.	PE/Health	PE/Health	PE/Health
	Computer Applications I			

Electives	<p>World Languages: In our global society, taking multiple years of a World Language is highly recommended for all post-secondary endeavors and is a requirement for many colleges.</p>
	<p>Related High School Electives: Supplementary materials including the student 'Course Guide' showing elective course offerings that relate to each career cluster are available in the schools and on the district web site at: http://www.davenport.k12.ia.us/students.asp</p>
	<p>Sample Focused Elective Sequences: With the diverse array of career opportunities available under each career cluster, there is no one right combination of elective course offerings. Students, in conjunction with parents, counselors and other caring adults must determine what is right for them. More details can be found at: http://davenportschools.org/curriculum/ACP/Foc_El.pdf</p>
	<p>Sample Career-Focused Elective Sequences Follow:</p>
	<p>Accounting and Recordkeeping: Choose at least 3 units from the following: Principles of Accounting 0.5; Financial Accounting 1.0; Managerial Accounting 1.0; Introduction to Business 0.5; Business Law 0.5 OR Business Career Academy</p>
	<p><i>Work in Progress</i></p>

Post-Secondary	Black Hawk College	Clinton, Muscatine and Scott	Iowa State University
	<p>www.bhc.edu Accounting Administrative Assistant Agri-Business Management Business Management & Marketing International Business Transfer International Trade Certificate Legal Office Professional Certificate Public Relations Small Business Management Certificate Sports Management Transfer</p>	<p><input type="checkbox"/> Business Admin. and Accounting <input type="checkbox"/> Management & Supervision <input type="checkbox"/> Small Business Management <input type="checkbox"/> Administrative & Office Support <input type="checkbox"/> Information Processing <input type="checkbox"/> Clerical <input type="checkbox"/> Clerk Receptionist <input type="checkbox"/> Office Assistant <input type="checkbox"/> Software Applications Specialist <input type="checkbox"/> Office Support</p>	<p>www.iastate.edu Accounting Agriculture Business International Business Management Marketing Production/Operations Management Business Administration</p>

Post-Secondary	Kirkwood Community College	Kaplan University	University of Iowa
	www.kirkwood.cc.ia.us/programs Administrative Assistant Lodging Management Management Construction Public Relations	www.kaplan.edu Accounting Managerial Accountancy Public Accounting Tax Accounting General Business Business Administration General Management Entrepreneurship Human Resource Management	www.uiowa.edu Accounting Economics Entrepreneurship Finance International Business Management and Organization Management Information Systems Marketing
	St. Ambrose University	Western Illinois University	University of Northern Iowa
	www.sau.edu Business Administration International Business Managerial Studies Marketing Public Relations & Marketing Sport Management	www.wiu.edu Accounting Agricultural Business Human Resource Management Business Management Construction Management International Relations Management Marketing Supply Chain Management Telecommunications Management	www.usni.edu Accounting Economics Finance Marketing Management Augustana College www.augustana.edu Business Administration
Career Enhancement Options	Work-based Learning Options	Short-Term Training Options	
	<input type="checkbox"/> Job-Shadowing: <input type="checkbox"/> Internship/Mentorship: <input type="checkbox"/> On-The-Job Training:	<input type="checkbox"/> Certified Help Desk Analyst <input type="checkbox"/> Certified Administrative Manager <input type="checkbox"/> Microsoft Certified Professional <input type="checkbox"/> Business Plan Development <input type="checkbox"/> Entrepreneurship <input type="checkbox"/> Customer Service <input type="checkbox"/> Marketing, Advertising and Public Relations <input type="checkbox"/> Conversational Spanish	

Work in Progress

Parent/Guardian: Please sign and return this document indicating that you are aware of your student's career cluster interest and have reviewed the courses recommended for this particular cluster. These are only recommendations. Students will be able to customize their *Academic Career Plans* to best meet their postsecondary and career goals.

PRINT Student's Name/School

Parent/Guardian's Signature

Date