



Knob Noster High School
Business Management & Administration
 Career Cluster Program of Study Template
 www.hs.knobnoster.k12.mo.us

Minimum Graduation Requirements 26 Credits		SUGGESTED COURSE OF HIGH SCHOOL STUDY It is suggested that students consider dual credit, articulation, or advanced placement opportunities for postsecondary credit.						
Grade	English (4)	Math (3)	Science (3)	Social Studies (3)	Required Courses, Elective Options	Warrensburg Area Career Center	Additional Learning Opportunities	
Secondary	9	English I	Algebra I	Biology	19 Century History Class of 2016 Western Civilization 2017 and beyond	★PE ★Health Fine Arts [1] before graduation Practical Arts [1] before graduation *◆Business Tech I		School-Based: <input type="checkbox"/> Career Research <input type="checkbox"/> Cooperative Education <input type="checkbox"/> Internship <input type="checkbox"/> Job Shadowing <input type="checkbox"/> Other: _____ <hr/> Community Based: <input type="checkbox"/> Mentorship <input type="checkbox"/> Volunteer <input type="checkbox"/> Part-time Employment <input type="checkbox"/> Other: _____ <hr/> Assessments/Certifications: <input type="checkbox"/> Technical Skills Attainment (TSA) <input type="checkbox"/> Other: _____ <hr/> Placement Assessments: <input type="checkbox"/> Compass Test <input type="checkbox"/> Asire <input type="checkbox"/> ACT <input type="checkbox"/> PSAT <input type="checkbox"/> SAT <input type="checkbox"/> ASVAB <input type="checkbox"/> Other: _____ <hr/> Student Organizations:
	10	English II	Geometry	Physical Science Or Chemistry	American History I 2017 & beyond	★ PE [1] before graduation *◆Business Tech II Accounting I		
	11	English III Or ★*Composition I/II	Algebra II	Advance Chemistry Anatomy/Physio Earth Science Advance Biology Principles of Technology Physics	20 Century History Class of 2016 ★American History II 2017 & beyond ★Government 2017 & beyond	Personal Finance before graduation Accounting I Accounting II Business Law	★Photoshop/Graphic Design ★Expression through Multimedia ★Computer Applications (Prereq.) ★Advanced Computer Applications ★Web Design I (Prerequisite) ★Web Design II (prerequisite) ★International Business ★Business and Personal Law ★Desktop Publishing ★Advanced Desktop Publishing	

	12	English IV Or ★*Composition I/II ★*Creative Writing ★*Intro to Literature	College Algebra And TRIG Advance Math Topics Statistics Calculus	Advance Chemistry Anatomy/Physiology Earth Science Advance Biology Principles of Technology Physics	★Government Class of 2016	Accounting I Accounting II Business Law	★Photoshop/Graphic Design ★Expression through Multimedia ★Computer Applications (Prereq.) ★Advanced Computer Applications ★Web Design I (Prerequisite) ★Web Design II *◆Business Tech I (prerequisite) *◆Business Tech II ★International Business ★Business and Personal Law ★Desktop Publishing ★Advanced Desktop Publishing	<input type="checkbox"/> DECA <input type="checkbox"/> FBLA <input type="checkbox"/> FFA <input type="checkbox"/> Other: <hr/>
--	----	---	--	---	------------------------------	---	--	--

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