



Business, Management and Administration Career Cluster



Name _____ Learner ID: _____ School/College/University: _____

This plan of study should 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 student's educational and career goals. All plans should meet high school graduation requirements as well as post-secondary admission requirements. Each program of study listed below may have specific admission requirements and/or recommended electives.

High School	Grade	English	Math	Science	Social Studies	Other Required Classes	Recommended Cluster Electives
	9						<ul style="list-style-type: none"> • Economics • Mathematics • Speech • Algebra • Advanced mathematics • Keyboarding • Computers Programming • Electronics • Reading • Communication skills
	10						
	11						
	12						
Recommended CVTC Career Activities: Career Tours, Program Events, Career Planning Workshops, and Student Shadow. Complete CVTC COMPASS pre-entry assessment to determine academic readiness and career skill preparedness.							
Chippewa Valley Technical College	Associate Degrees				Technical Diplomas and Short-Term Training Certificates		
	Administrative Assistant Business Management Supervisory Management				Construction Management Customer Service Representative Entrepreneur Essentials Marketing Management Professional Selling Records & Information Management Specialist Successful Project Planning Certificate		
Careers	Employment Options						Four-Year College Credit Transfer Opportunities
	<ul style="list-style-type: none"> • Business Analyst • Client Service Representative • Copywriter • Executive Assistant • Human Resources Specialist • Line Supervisor • Office Manager • Program Assistant • Human Resources Specialist • Information coordinator • Employee Relations Specialist • Training Specialist • Operations Manager • Human Resource Manager • Benefits Manager 						<ul style="list-style-type: none"> -Cardinal Stritch University -Franklin University -Lakeland College -Upper Iowa University -UW-Platteville -UW-River Falls -UW-Stout -UW-Whitewater

Visit www.cvtc.edu for more information.