



Vermont Career Pathway Student Plan of Study Template

Cluster: Business Management Pathway: General Management

Programs: Administrative Management (A.S.) +

High School: _____ Career Center: _____

| Education Levels | Grade | English | Math | Science | History Social Studies | Other Required Courses | Elective Courses | Career & Technical Courses | Dual Enrollment and College Transition Opportunities Relating to this Pathway | Sample Industry Certifications Relating to this Pathway | Sample Occupations Relating to this Pathway |
|------------------|-------|---|--|--|--|--|---|--|--|--|---|
| Secondary | 9 | <input type="checkbox"/> English I | <input type="checkbox"/> Algebra I | <input type="checkbox"/> Biology | <input type="checkbox"/> HS Requirement | <input type="checkbox"/> Physical Education | <input type="checkbox"/> Foreign Language | <input type="checkbox"/> | Office Accounting (CCV) Computer Applications (CCV) | ⇒ | ⇒ Office Manager ⇒ Executive & Administrative Assistant ⇒ Human Resource Assistant ⇒ Administrative Services Manager |
| | 10 | <input type="checkbox"/> English II | <input type="checkbox"/> Geometry | <input type="checkbox"/> Chemistry | <input type="checkbox"/> HS Requirement | <input type="checkbox"/> Physical Education | <input type="checkbox"/> Foreign Language | <input type="checkbox"/> | | | |
| | 11 | <input type="checkbox"/> English III | <input type="checkbox"/> Algebra II | <input type="checkbox"/> Elective Science | <input type="checkbox"/> HS Requirement | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Accounting I | | | |
| | 12 | <input type="checkbox"/> English/Lit | <input type="checkbox"/> Statistics <input type="checkbox"/> Pre-Calc | <input type="checkbox"/> Elective Science | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Computer Applications | | | |
| Post-Secondary | 13 | <input type="checkbox"/> Dimensions of Self & Society | <input type="checkbox"/> English Composition | <input type="checkbox"/> Computer Applications | <input type="checkbox"/> Spreadsheets | <input type="checkbox"/> Effective Workplace Communication | <input type="checkbox"/> Math | <input type="checkbox"/> Human Expression | <input type="checkbox"/> Office Accounting or <input type="checkbox"/> Financial Accounting | <input type="checkbox"/> Principles of Supervision or <input type="checkbox"/> Principles of Management | |
| | 14 | <input type="checkbox"/> Research & Writing Intensive | <input type="checkbox"/> Human Behavior | <input type="checkbox"/> Scientific Method | <input type="checkbox"/> Human Resource Management | <input type="checkbox"/> Administrative Management | <input type="checkbox"/> Business Law | <input type="checkbox"/> 3-credit course ACC, AHS, BUS, CIS, HTM, EMP, CRJ, SWK, EDU or <input type="checkbox"/> Professional Work Experience | <input type="checkbox"/> 3-credit course ACC, AHS, BUS, CIS, CRJ, EMP, EDU, HTM or SWK | <input type="checkbox"/> Seminar in Educational Inquiry | |
| | 15 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| | 16 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |

| | | |
|--|---|--|
| Academic Standards | SAT - Not required. If taken, score >500 Accuplacer - 85R, 85W, 66M, 44Alg | Civic Engagement Community Service Apprenticeship Co-op Internship |
| Certificates Diplomas and Degrees | Associate Degree | |

* Check with your school counselor for your high school's graduation requirements