



Northland Career Center
Business Management & Administration
Career Cluster Program of Study Template
www.northlandcareercenter.com

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	Northland Career Center	Additional Learning Opportunities
Secondary	9					PE / Health Fine Arts Personal Finance		School-Based: <input type="checkbox"/> Career Research <input type="checkbox"/> Job Shadowing <input type="checkbox"/> Service Learning Project <input type="checkbox"/> Other: _____
	10							Community Based: <input type="checkbox"/> Internship <input type="checkbox"/> Mentorship <input type="checkbox"/> Volunteer <input type="checkbox"/> Part-time Employment <input type="checkbox"/> Other: _____
	11							Assessments/Certifications: <input type="checkbox"/> Technical Skills Attainment (TSA) <input type="checkbox"/> Other: _____
	12							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: _____
								Student Organizations: <input type="checkbox"/> DECA <input type="checkbox"/> FBLA <input type="checkbox"/> SkillsUSA <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
	Crowder College www.crowder.edu	Cape Girardeau Career/Tech Center www.cape.k12.mo.us/cc/default.htm	Avila University - www.avila.edu	Missouri Western State University www.missouriwestern.edu	<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.mvc.school.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>
	East Central College www.eastcentral.edu	Clinton Tech School www.clinton.k12.mo.us	Baptist Bible College - www.baptist.edu	Northwest Missouri State University www.nwmissouri.edu	
	Jefferson College www.jeffco.edu	Eldon Career Center - www.eldoncareercenter.org	Bryan College - www.bryancollege.com	Park University - www.park.edu	
	Metropolitan Community College www.mcckc.edu	Franklin Technology- MSSU www.ftc.joplin.com	Central Methodist University www.centralmethodist.edu	Patricia Stevens College www.patriciastevenscollege.edu	
	Mineral Area College www.mineralarea.edu	Grand River Technical School www.grts.org	College of the Ozarks - www.coto.edu	Rockhurst University - www.rockhurst.edu	
	Moberly Area Community College www.macc.edu	Hillyard Technical Center www.hillyardtech.com	Columbia College - www.ccis.edu	Saint Louis University www.imagine.stu.edu	
	North Central Missouri College www.ncmissouri.edu	Kirkville Area Tech Center www.kirkville.k12.mo.us	Culver-Stockton College - www.culver.edu	Sanford-Brown College www.sanford-browncollege.com	
	Ozarks Technical Comm College www.otc.edu	Lex La-Ray Tech Center www.lexington.k12.mo.us	DeVry University - www.devry.edu	Southeast MO State Univ - www.semo.edu	
	St. Charles Community College www.stchas.edu	Moberly Area Tech Center www.moberly.k12.mo.us	Drury University - www.drury.edu	Southwest Baptist Univ - www.sbniv.edu	
St Louis Community College www.stlcc.edu	Northwest Tech School - www.maryville.k12.mo.us	Evangel University - www.evangel.edu	Stephens College - www.stephens.edu		
State Fair Community College www.sfccmo.edu	Pike-Lincoln Tech Center www.pltc.k12.mo.us	Everest College - www.everest-college.com	Truman State Univ - www.truman.edu		
Three Rivers Community College www.trcc.edu	Ranken Tech College - www.ranken.edu	Fontbonne Univ - www.fontbonne.edu	Univ of Central MO - www.ucmo.edu		
	Saline County Career Center www.marshallschools.com/sccc	Hannibal-Lagrange College - www.hlg.edu	Univ of MO – Columbia - www.missouri.edu		
	Sikeston Career and Technology Center www.sikeston.k12.mo.us	Harris-Stowe State Univ - www.hssu.edu	Univ of MO – Kansas City www.umkc.edu		
		Hickey College - www.hickeycollege.edu	Univ of MO – Rolla – www.umar.edu		
		Lincoln University - www.lincolnu.edu	Univ of MO – St Louis - www.umsl.edu		
		Lindenwood Univ - www.lindenwood.edu	Univ of Phoenix – www.phoenix.edu		
		Maryville Univ of St. Louis www.maryville.edu	Vatterott College www.vatterott-college.edu		
		Messenger College www.messengercollege.edu	Washington University - www.wustl.edu		
		Missouri Baptist Univ - www.mobap.edu	Webster University - www.websteruniv.edu		
		Missouri College www.missouricollege.com	Westminster College www.westminster-mo.edu		
		MO Southern State Univ - www.mssu.edu	William Jewell College - www.jewell.edu		
		Missouri State University www.missouristate.edu	William Woods University www.williamwoods.edu		
		Missouri State University – West Plains www.wp.missouristate.edu			

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