



Your Guide To Careers In

Business Management & Administration



Fortune Magazine's list of 100 fastest growing companies includes 13 headquartered in Texas.



Take Care of Business

Business careers offer exciting challenges, great pay, and a solid future.



Texas CPA and Accounting Organizations provide hundreds of thousands of dollars in scholarships to Texas students pursuing Accounting Degrees.

Programs of Study



Management (i.e. Business Executives)

Focus on preparation and execution of business activities including performance of administrative functions and use of professional services.

Business Financial Management and Accounting (i.e. Financial Officer)

Design, install, maintain and use general accounting systems to prepare, analyze and verify financial reports.

Human Resources (i.e. Human Resources Manager)

Recruit, interview and hire the most qualified employees and match them to the positions for which they are best suited.

Business Analysis (i.e. Research Analyst)

Analyze business problems and situations, and then formulate and communicate appropriate solutions.

Marketing (i.e. Marketing Manager)

Manage products and services: conduct research; promote, sell and maintain products and services; and handle communications both inside and outside the organization.

Administration and Information Support (i.e. Office Manager)

Use technology to perform and coordinate the administrative activities of an office and to ensure that information is collected and disseminated to staff and clients.

Career Options

Occupation	Education
Statistician	Master's Degree
Operations Research Analyst	Master's Degree
Public Relations Manager	Bachelor's Degree Plus Experience
Agent and Manager of Performers and Athletes	Bachelor's Degree Plus Experience
Sales Manager	Bachelor's Degree Plus Experience
Administrative Services Manager	Bachelor's Degree Plus Experience
Budget Analyst	Bachelor's Degree
Accountant and Auditor	Bachelor's Degree
Employment, Recruitment, and Placement Specialist	Bachelor's Degree
Training and Development Specialist	Bachelor's Degree
Compensation, Benefits, and Job Analysis Specialist	Bachelor's Degree
Management Specialist	Bachelor's Degree
Property, Real Estate, and Community Association Manager	Bachelor's Degree
Medical Secretary	Postsecondary Award
Legal Secretary	Postsecondary Award
First-Line Supervisor of Office and Administrative Support Workers	Work Experience in a Related Occupation
Interpreter and Translator	Long-Term On-the-Job Training
Tax Preparer	Moderate-Term On-the-Job Training
Customer Service Representative	Moderate-Term On-the-Job Training
Billing and Posting Clerk and Machine Operator	Moderate-Term On-the-Job Training
Executive Secretary and Administrative Assistant	Moderate-Term On-the-Job Training
Receptionist and Information Clerk	Short-Term On-the-Job Training
Interviewer, except Eligibility and Loan	Short-Term On-the-Job Training
Office Clerk, General	Short-Term On-the-Job Training

Sample Graduation Plan (26 Credit RHSP)

9 th Grade	10 th Grade	11 th Grade	12 th Grade
English I	English II	English III	English IV
Algebra I	Geometry	Algebra II	4th Year of Math
Biology	Chemistry	Physics	4th Year of Science
World Geography	World History	US History	Government/Economics

The following courses must be included in the personal graduation plan at a time deemed appropriate by the student, parent, and counselor. Please refer to the Katy I.S.D. Planning Guide for additional information.

Communication Applications (1/2 Credit)

Fine Arts (1 Credit)

P.E. (1 Credit)

Language Other Than English (2 Credits)

Health (1/2 Credit)

Electives (5 Credits - May Include CTE Elective Options*)

*CTE Elective Options (Note: Course Selection and Sequence Based On Individual Student Interests, Abilities, and Course Availability) See below:

Program of Study	9 th Grade	10 th Grade	11 th Grade	12 th Grade
Management	<ul style="list-style-type: none"> Business Information Management I Touch System Data Entry 	<ul style="list-style-type: none"> Business Information Management I Principles of Business, Marketing & Finance 	<ul style="list-style-type: none"> Business Law Career Preparation I Global Business 	<ul style="list-style-type: none"> Career Preparation I/II PACE Practicum in Business Management
Business Financial Management and Accounting	<ul style="list-style-type: none"> Business Information Management I Touch System Data Entry 	<ul style="list-style-type: none"> Accounting I Principles of Business, Marketing & Finance 	<ul style="list-style-type: none"> Accounting II Career Preparation I 	<ul style="list-style-type: none"> Career Preparation I/II PACE Practicum in Business Management
Human Resources	<ul style="list-style-type: none"> Business Information Management I Touch System Data Entry 	<ul style="list-style-type: none"> Interpersonal Studies Principles of Business, Marketing & Finance 	<ul style="list-style-type: none"> Business Law Career Preparation I Global Business 	<ul style="list-style-type: none"> Career Preparation I/II PACE Practicum in Business Management
Business Analysis	<ul style="list-style-type: none"> Business Information Management I Touch System Data Entry 	<ul style="list-style-type: none"> Accounting I Principles of Business, Marketing & Finance 	<ul style="list-style-type: none"> Business Law Career Preparation I Global Business 	<ul style="list-style-type: none"> Career Preparation I/II PACE Practicum in Business Management
Marketing	<ul style="list-style-type: none"> Business Information Management I Touch System Data Entry 	<ul style="list-style-type: none"> Entrepreneurship Global Business Principles of Business, Marketing & Finance 	<ul style="list-style-type: none"> Business Law Career Preparation I Sports & Entertainment Marketing 	<ul style="list-style-type: none"> Career Preparation I/II PACE Practicum in Business Management
Administration and Information Support	<ul style="list-style-type: none"> Business Information Management I Touch System Data Entry 	<ul style="list-style-type: none"> Accounting I Principles of Business, Marketing & Finance 	<ul style="list-style-type: none"> Business Law Career Preparation I Global Business 	<ul style="list-style-type: none"> Career Preparation I/II PACE Practicum in Business Management

Advanced Technical Credit Course Crosswalk

The following CTE courses that are offered in Katy I.S.D. may qualify as Advanced Technical Credit Courses (ATC).

Katy I.S.D. CTE Courses	Jr./Community College Equivalent
Business Information Management I (8601)	Computer Applications I (POFI 1301 or POFI 1401) OR Introduction to Computers (ITSC 1301 or ITSC 1401) OR
Business Information Management II (8622)	Computer Applications II (POFI 1341 or POFI 1441) OR Integrated Software Applications I (ITSC 1309 or ITSC 1409)



Tech Prep Six-Year Plan

Tech Prep Six-Year Plan in partnership with Houston Community College is available in Business Technology (General Office Administration) and Business Technology (Microsoft Office Technology Specialization). Please consult with teacher and/or counselor for additional information.



Student Leadership Organization

Future Business Leaders of America (FBLA) gives students a professional edge, current professional information and valuable connections to business and industry partners. Students gain leadership skills by planning and participating in community service, developing speaking and presentation skills, attending conferences and networking.

For More Information

The Career & Technical Education Department
6301 South Stadium Lane
Katy, Texas 77492
281-396-2633

Resources

Achieve Texas in Action: A College and Career Planning Guide - Texas Education Agency
Occupational Outlook Handbook - U.S. Department of Labor

It is the policy of Katy ISD not to discriminate on the basis of sex, disability, race, religion, color, gender, age, or national origin in its educational programs and/or activities including career and technical education programs, nor in its employment practices.

