



**Level 1** Principles of Business, Marketing & Finance  
Business Information Management I \*

**Level 2** Virtual Business  
Business Information Management II \*  
Business Law

**Level 3** Business Management  
Global Business  
Human Resources Management

**Level 4** Extended Practicum in Business  
Management\*\*

Successful completion of a **Program of Study** will fulfill requirements of earning an **Endorsement**.

\* District Technology Credit \*\*List Driven Course

| HIGH SCHOOL/<br>INDUSTRY<br>CERTIFICATION   | CERTIFICATE<br>/ LICENSE*              | ASSOCIATE'S<br>DEGREE   | BACHELOR'S<br>DEGREE    | MASTER'S/<br>DOCTORAL<br>PROFESSIONAL<br>DEGREE |
|---|--|-------------------------|-------------------------|---|
| Microsoft Office Specialist User and Expert | Certified Records Manager              | Business Administration | Business Administration | Business Administration                         |
| NRF – Customer Service                      | Certified Facility Manager             | Business/Commerce       | Business/Commerce       | Business Management                             |
| OSHA Career Safe                            | Certified Commercial Contracts Manager | Public Administration   | Public Administration   | Public Administration                           |
|   |  | Business Management     | Management Science      | Management Science                              |

The Business Management program of study teaches CTE learners how to plan, direct, and coordinate the administrative services and operations of an organization. Through this program of study, students will learn the skills necessary to formulate policies, manage daily operations, and allocate the use of materials

The Business, Marketing, and Finance Career Cluster focuses on careers in planning, organizing, directing, and evaluating business functions essential to efficient and productive business operations.

| Occupations                                   | Median Wage | Annual Openings | % Growth |
|---|-------------|-----------------|----------|
| Administrative Service Managers               | \$96,138    | 2,277           | 21%      |
| Management Analysts                           | \$87,651    | 4,706           | 32%      |
| General and Operations Managers               | \$107,640   | 18,679          | 20%      |
| Operations Research Analysts                  | \$78,083    | 1,128           | 38%      |
| Supervisors of Administrative Support Workers | \$57,616    | 14,982          | 20%      |



| WORK BASED LEARNING AND EXPANDED LEARNING OPPORTUNITIES                                     |   |
|---|---|
| Exploration Activities:   | WBL Activities:                                       |
| Business Professional of America (BPA)<br>Future Business Leaders of America (FBLA)<br>DECA | Internship with local business or chamber of commerce |

# COURSE INFORMATION

| COURSE NAME                                    | LOCAL COURSE ID   | PREREQUISITS (PREQ)<br>COREQUISITES (CREQ) | Grade |
|--|-------------------|--|-------|
| Principles of Business, Marketing, and Finance | 12080 (1 credit)  | None                                       | 9-11  |
| Business Information Management I *            | 12081 (1 credit)  | None                                       | 9-12  |
| Business Law                                   | 12084 (1 credit)  | Principles of BMF                          | 10-12 |
| Virtual Business                               | 12087 (.5 credit) | Principles of BMF                          | 10-12 |
| Business Information Management II *           | 12083 (1 credit)  | Business Information Management I          | 10-12 |
| Business Management                            | 12085 (1 credit)  | Business Information Management I          | 10-12 |
| Global Business                                | 12086 (.5 credit) | Business Information Management I          | 10-12 |
| Human Resources Management                     | 12088 (.5 credit) | Business Information Management I          | 11-12 |
| Extended Practicum in Business Management **   | 12090 (3 credits) | PREQ: A sequence of courses from this POS  | 11-12 |

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FOR ADDITIONAL INFORMATION ON THE BUSINESS, MARKETING, AND FINANCE CAREER CLUSTER, PLEASE CONTACT:

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