

Careers in planning, organizing, directing and evaluating business functions essential to efficient and productive business operations.

Jobs in this career cluster focus on planning, organizing, and running a business. May require a college degree and depends on the position, additional licensure. People with strong communication, organizational, and business skills tend to pursue a career in this cluster.

INTERESTS & ABILITIES

Activities that describe what I like to do:

- Perform routine, organized activities, but can be flexible
- Work with numbers and detailed information
- Be the leader in a group
- Make business contact with people
- Work with computer programs
- Create reports and communicate ideas
- Plan my work and follow instructions without close supervision

Personal qualities that describe me:

- Organized
- Practical and logical
- Be the leader in a group
- Patient
- Tactful
- Responsible

School subjects that I like:

- Computer Applications/Business and Information Technology
- Accounting
- Math
- English
- Economics

PATHWAYS IN THIS CLUSTER

- Administrative Support
- Business Information Management
- General Management
- Human Resources Management
- Operations Management



**Sun Prairie Area
School District**

Futures depend on us...every child, every day.

Business Management & Administration

Potential Career Options with Post Secondary Education Requirements

CAREER OPTIONS FROM HIGH SCHOOL| *On-the-job training and/or minimal experience*

- Bank Teller
- Receptionist
- Billing, Cost and Rate Assistant
- Retail Management
- Hostess
- Hospital Admitting
- Meter Reader
- Entrepreneur
- Data Entry
- Human Resource Assistant
- Hotel Reception

CAREERS WITH CERTIFICATION/ASSOCIATE DEGREE| *Junior College /Technical College*

- Accountant
- Court Reporter
- Tax Preparer
- Word Processor
- Administrative Assistant
- Kennel Owner
- Funeral Director
- Retail Sales Supervisor
- Computer Operator
- Small Business Owner
- Management Trainee
- Industrial Clerk
- Entrepreneur
- Stenographer
- Farm Business Management

BACHELORS, PRE-PROFESSIONAL OR HIGHER DEGREE| *4 Year College/University and Selective College/University*

- Accountant – CPA
- Healthcare Administrator
- Theater Manager
- Advertising Manager
- Human Resource Manager
- Travel Agency Manager
- Art Director
- Instrument Sales/Manufacturing
- Musician’s Agent
- Business and Industry Consultant
- Marketing Manager
- Event Planner
- Marketing Creator
- Sales Representative
- Agribusiness
- Entrepreneur

CAREER CLUSTER COURSE PATHWAYS

SPASD Department Offerings: Business Management and Administration Electives Blueprints

Introduction	Intermediate	Intermediate	Advanced
Finance			
Introduction to Business and Marketing Course 6325BUS Course Guide p.50	**Accounting I <u>Course 6421BUS Semester 1</u> <u>Course 6422BUS Semester 2</u> Course Guide p.52 Year Long Course	**Accounting II <u>Course 6431BUS Semester 1</u> <u>Course 6432BUS Semester 2</u> Course Guide p.52 Year Long Course	**AP Micro and AP Macroeconomics <u>Course 2609SOC Macro</u> <u>Course 2610SOC Micro</u> Course Guide p.107 (may be taken together in the same year)
	Personal Finance <u>Course 6351BUS</u> Course Guide p.49	College and Career Readiness <u>Course 6341BUS</u> Course Guide p.50	*Finance / Accounting Work Based Learning / YOUTH APPRENTICESHIP <u>Course:5845YAP</u> Course Guide p.27
Marketing			
Introduction to Business and Marketing Course 6325BUS Course Guide p.50	**Marketing Principles <u>Course 6461BUS Semester 1</u> <u>Course 6462BUS Semester 2</u> Course Guide p.53	Entrepreneurship and Management (TC) <u>Course 6476BUS</u> Course Guide p.51	Sports, Entertainment & Tourism Marketing Academy SEE P.20 COURSE GUIDE FOR COURSE CODES
	Personal Finance <u>Course 6351BUS</u> Course Guide p.50	College and Career Readiness <u>Course 6341BUS</u> Course Guide p.50	*Marketing Work Based Learning / YOUTH APPRENTICESHIP <u>Course: 6381YAP</u> Course Guide p.27
Business Management			
Introduction to Business and Marketing Course 6325BUS Course Guide p.50	Business Communications <u>Course 6300BUS</u> Course Guide p.50	Business and Consumer Law <u>Course 6443BUS</u> Course Guide p.51	Business Leadership Academy SEE P.20 COURSE GUIDE FOR COURSE CODES
	Personal Finance <u>Course 6351BUS</u> Course Guide p.50	College and Career Readiness <u>Course 6341BUS</u> Course Guide p.50	*Marketing Work Based Learning / YOUTH APPRENTICESHIP <u>Course: 6381YAP</u> Course Guide p.27

			*Finance / Accounting Work Based Learning / YOUTH APPRENTICESHIP Course:5845YAP Course Guide p.27
Computer Applications:Business			
Introduction to Business and Marketing <u>Course 6325BUS</u> Course Guide p.50	Computer Applications: Processing <u>Course 6311BUS</u> Course Guide p.51	Computer Game Development <u>Course 6326BUS</u> Course Guide p.50	*Information Technology Work Based Learning (IT)/YOUTH APPRENTICESHIP <u>Course 5848YAP</u> Course Guide p.27
	College and Career Readiness <u>Course 6341BUS</u> Course Guide p.50		

The course number and the page number (course guide) are included in the chart above.

*Students requesting a Work Based Learning / Youth Apprenticeship course need to request a complete (full) course load. A student's schedule will be changed after the student is accepted into the program and has secured a job in the field. For additional information regarding this program, please contact your College, Career, and Life Readiness Coordinator or School Counselor.

**Year long courses-Need to include both course numbers when requesting your class!

CAREER CLUSTER SUPPORT COURSES

Algebra 2
Statistics (AP)
Biology/AP Biology
Chemistry/AP Chemistry
US Government and Politics (AP)

Micro-Economics
Psychology/AP Psychology
Junior/Senior Internship (YA)
World Language

Art Courses
Band/Orchestra Courses
Choir Courses

