

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



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.49	**Accounting I Course 6421BUS Semester 1 Course 6422BUS Semester 2 Course Guide p.51 Year Long Course	**Accounting II Course 6431BUS Semester 1 Course 6432BUS Semester 2 Course Guide p.51 Year Long Course	**AP Micro and AP Macroeconomics Course 2609SOC Macro Course 2610SOC Micro Course Guide p.104 (may be taken together in the same year)	
	Personal Finance Course 6351BUS Course Guide p.49	Career Workshop Course 6341BUS Course Guide p.49	*Finance / Accounting Work Based Learning / YOUTH APPRENTICESHIP Course:5845YAP Course Guide p.26	
Marketing				
Introduction to Business and Marketing Course 6325BUS Course Guide p.49	**Marketing Principles Course 6461BUS Semester 1 Course 6462BUS Semester 2 Course Guide p.52 Personal Finance Course 6351BUS Course Guide p.49	Entrepreneurship and Management Course 6476BUS Course Guide p.49 Career Workshop Course 6341BUS Course Guide p.49	Sports, Entertainment & Tourism Marketing Academy SEE P.16 COURSE GUIDE FOR COURSE CODES *Marketing Work Based Learning / YOUTH APPRENTICESHIP Course: 6381YAP Course Guide p.26	
Business Management				
Introduction to Business and Marketing Course 6325BUS Course Guide p.49	Business Communications Course 6300BUS Course Guide p.49	Business and Consumer Law Course 6443BUS Course Guide p.50	Business Leadership Academy SEE P.16 COURSE GUIDE FOR COURSE CODES	
	Personal Finance Course 6351BUS Course Guide p.49	Career Workshop Course 6341BUS Course Guide p.49	*Marketing Work Based Learning / YOUTH APPRENTICESHIP Course: 6381YAP Course Guide p.26	

			*Finance / Accounting Work Based Learning / YOUTH APPRENTICESHIP Course:5845YAP Course Guide p.26	
Computer Applications:Business				
Introduction to Business and Marketing Course 6325BUS Course Guide p.49	Computer Applications: Processing Course 6311BUS Course Guide p.50	Computer Game Development Course 6326BUS Course Guide p.50	*Information Technology Work Based Learning (IT)/YOUTH APPRENTICESHIP Course 5848YAP Course Guide p.26	
	Career Workshop Course 6341BUS Course Guide p.49			

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

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



^{*}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!