

BUSINESS, MANAGEMENT & ADMINISTRATION

The Business, Management and Administration Cluster prepares learners for careers in planning, organizing, directing and evaluating business functions essential to effective and productive business operations. Career opportunities are available in every sector of the economy and require specific skills in organization, time management, customer service and communication.

Pathways:

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



Suggested Learning Experiences

Middle School Electives		
Courses	Grade 7	Grade 8
Additional Electives	<ul style="list-style-type: none"> • Band • Choir • Orchestra • Advanced Art 7 • Exploring AgriScience • Exploring French & Spanish • Online Language Exploration 	<ul style="list-style-type: none"> • Advanced Art 8 • Art 8 • Online Language Exploration • Exploring French & Spanish • French I • Spanish I • Band • Choir • Orchestra • Exploring AgriScience & Gateway Innovation & Robotics

High School Electives				
Courses	Grade 9	Grade 10	Grade 11	Grade 12
Additional Electives	<ul style="list-style-type: none"> • World Languages • AP Human Geography 	<ul style="list-style-type: none"> • World Languages 	<ul style="list-style-type: none"> • World Languages 	<ul style="list-style-type: none"> • World Languages
Career & Technical Education	<ul style="list-style-type: none"> • Career Pathways • Intro Programming • Digital Publications 	<ul style="list-style-type: none"> • Sports Marketing • Comp Hardware Systems • Web Design • Accounting Principles 	<ul style="list-style-type: none"> • Comp. Networking I • TC Business Core • Intermediate Programming • Adv. Web Design 	<ul style="list-style-type: none"> • AP Comp Science • TC Accounting I & II • See Work-Based Learning Options below

High School Electives Cont.

Courses	Grade 9	Grade 10	Grade 11	Grade 12
English	<ul style="list-style-type: none"> • English I R/H/Essentials 	<ul style="list-style-type: none"> • English II R/H/Essentials • AP Lang/US History • Speech 	<ul style="list-style-type: none"> • English III R/H/Essentials • AS Oral and Interpersonal Communication • AP Lang. & Composition 	<ul style="list-style-type: none"> • AS Written Communication • TC English 101/102 • Contemporary Media & Literature • AP Literature & Composition • English IV Essentials
Math	<ul style="list-style-type: none"> • Essentials I • Algebra I • Geometry 	<ul style="list-style-type: none"> • Essentials II • Algebra II 	<ul style="list-style-type: none"> • Adv. Math Applications • Pre-Calculus • AP Statistics 	<ul style="list-style-type: none"> • AS Technical Math • Math 105/110 • AP Calculus
Science	<ul style="list-style-type: none"> • Biology • Agriscience 	<ul style="list-style-type: none"> • Chemistry • AP Biology 	<ul style="list-style-type: none"> • AP Chemistry • Physics • AP Enviro Science 	<ul style="list-style-type: none"> • Science Elective
Social Studies	<ul style="list-style-type: none"> • US History & American Government R/Essentials/AP 	<ul style="list-style-type: none"> • American Republic Essentials/R • AP US History • AP Lang/US History 	<ul style="list-style-type: none"> • World Studies R/Essentials • AP World History • AP European History • AP Economics, Crime & Justice & Law 	<ul style="list-style-type: none"> • History of American Gov • AP Government & Politics
Other Required	<ul style="list-style-type: none"> • Computer Applications R/H • Healthy Choices • Physical Education 	<ul style="list-style-type: none"> • Physical Education • Healthy Choices 	<ul style="list-style-type: none"> • Consumer & Personal Finance • Physical Education 	<ul style="list-style-type: none"> • Consumer & Personal Finance • Physical Education
Work-Based Learning Options	Youth Apprenticeship, Business Internship			
Other Activities	FBLA, National Honor Society, Pathway Partners, Youth Service Learning, Student Council, Mock Trial			

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Career Types by Pathway

HIGH SCHOOL DIPLOMA ON-THE-JOB TRAINING	CERTIFICATE/LICENSE	ASSOCIATE'S DEGREE	BACHELOR'S DEGREE	MASTER'S/DOCTORAL PROFESSIONAL DEGREE
ADMINISTRATIVE SERVICES				
<ul style="list-style-type: none"> Administrative Assistant Computer Operator Customer Service Data Entry Specialist 	<ul style="list-style-type: none"> Court Reporting Information Processing Legal or Medical Information Technology Office Administration 	<ul style="list-style-type: none"> Court Reporting Information Processing Legal or Medical Information Technology Office Administration 	<ul style="list-style-type: none"> Information Systems Information Technology Management 	
BUSINESS INFORMATION MANAGEMENT				
	<ul style="list-style-type: none"> Business Administration Information Technology Office Technology 	<ul style="list-style-type: none"> Business Administration Information Technology Office Technology 	<ul style="list-style-type: none"> Business Administration Information Systems Information Technology Management 	<ul style="list-style-type: none"> Business Administration Information Technology
HUMAN RESOURCES MANAGEMENT				
<ul style="list-style-type: none"> Human Resources Clerk 	<ul style="list-style-type: none"> Business Administration 	<ul style="list-style-type: none"> Business Administration 	<ul style="list-style-type: none"> Human Resources Management 	<ul style="list-style-type: none"> Business Administration
MANAGEMENT				
	<ul style="list-style-type: none"> Certified Government Auditing Professional Certified Professional Consultant 	<ul style="list-style-type: none"> Agribusiness Business Administration Marketing 	<ul style="list-style-type: none"> Business Administration Entrepreneurship Marketing Finance Hospital Management International Business 	<ul style="list-style-type: none"> Business Administration Management
OPERATIONS MANAGEMENT				
	<ul style="list-style-type: none"> Business Administration Retail Management 	<ul style="list-style-type: none"> Agribusiness Business Administration 	<ul style="list-style-type: none"> Business Administration Marketing Operations Management 	<ul style="list-style-type: none"> Business Administration