



# BUSINESS MANAGEMENT

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

LEVELS	COURSES		
Level 1	Principles of Business Marketing & Finance 1715CT / 9-12		BIM I 1240A-B / 9-12 <i>+ Microsoft Office Specialist Word</i>
Level 2	Business Law 1215CT & 1215A & B / 10-12 <i>Prerequisite: Principles of Business, Marketing &amp; Finance</i>	Virtual Business 1203 / 9-12	BIM II 1250A-B / 10-12 <i>Prerequisite: BIM I</i>
Level 3	Business Management 1216CT / 10-12 <i>Prerequisite: 1-Level I or II Business Management Course</i>	Global Business 1202 / 10-12	
Level 4	Practicum in Entrepreneurship 1722 CA-CB / 11-12 <i>Selection Process</i>		

1 Semester HC	2 Semester HC	1 Semester Ben Barber	2 Semester Ben Barber	Ben Barber or HC
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OCCUPATION	MEDIAN WAGE	ANNUAL OPENINGS	% GROWTH
Administrative Service Managers	\$96,138	2,277	21%
Management Analysts	\$87,651	4,706	32%
General & Operations Managers	\$107,640	18,679	20%
Operations Research Analysts	\$78,083	1,128	38%
Supervisors of Administrative Workers	\$57,616	14,982	20%

## INDUSTRY BASED CERTIFICATIONS

**+ Microsoft Office Specialist Word - BIM I**

Successful candidates for this certification exam have a fundamental understanding of the Word environment and the ability to complete tasks independently.

*The district will pay 100% of the cost of the certification test if students can show mastery by passing a certification practice test AND maintain an 80+ overall course grade at the time of the certification test. If students don't meet the requirements above, they must pay 100% of the cost of the certification test.*

Students must have successfully completed a level 1 or 2 course AND a level 3 or 4 to take a practicum course.

To earn a CTE endorsement, an MISD student must take 4 or more credits in the same endorsement area, with at least 2 of 4 credits within the same program of study and must include at least one Level 3 or Level 4 CTE course.