



Name \_\_\_\_\_  
 Learner ID \_\_\_\_\_  
 School/College/University \_\_\_\_\_

## Business, Management and Administration

### Career Cluster Plan of Study for ► Learners ► Parents ► Counselors ► Teachers/Faculty

This Career Cluster Plan of Study (based on the Business, Management and Administration Career Cluster) can serve as a guide, along with other career planning materials, as learners continue on a career path. Courses listed within this plan are only recommended coursework and should be individualized to meet each learner's educational and career goals. \*This Plan of Study, used for learners at an educational institution, should be customized with course titles and appropriate high school graduation requirements as well as college entrance requirements.

| EDUCATION LEVELS                                                                                                                            | GRADE                                                             | English/ Language Arts                             | Math                                | Science                         | Social Studies/ Sciences                                       | Other Required Courses<br>Other Electives<br>Recommended Electives<br>Learner Activities                                                                                                                                   | *Career and Technical Courses and/ or Degree Major Courses for Business, Management and Administration   | SAMPLE Occupations Relating to This Career Cluster                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|---------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------|----------------------------------------------------|-------------------------------------|---------------------------------|----------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Interest Inventory Administered and Plan of Study Initiated for all Learners                                                                |                                                                   |                                                    |                                     |                                 |                                                                |                                                                                                                                                                                                                            |                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| SECONDARY                                                                                                                                   | 9                                                                 | English 9                                          | Algebra I                           | Physical Science                | World History                                                  | 1 year World Language, and minimum 1 year CTE course(s) Certain local student organization activities are also important including public speaking, record keeping and work-based experiences.                             | **Business Functions and Operation                                                                       | <ul style="list-style-type: none"> <li>► Administrative Assistant</li> <li>► Advertising Sales Person</li> <li>► Auditor</li> <li>► Business Consultant</li> <li>► Certified Public Accountant</li> <li>► Corporate Trainer</li> <li>► E-Commerce Analyst</li> <li>► Entrepreneur</li> <li>► Facilities Manager</li> <li>► Finance Director</li> <li>► Human Resources Manager</li> <li>► Investment Executive</li> <li>► Marketing Analyst</li> <li>► Medical Transcriptionist</li> <li>► Office Manager</li> <li>► OSHA/ADA Compliance Officer</li> <li>► Personnel Recruiter</li> <li>► Public Relations Manager</li> <li>► Sales Representative</li> <li>► Wholesale and Retail Buyer</li> </ul> |
|                                                                                                                                             | 10                                                                | English 10                                         | Geometry or Honors Geometry         | Biology                         | U.S. History                                                   |                                                                                                                                                                                                                            | **Small Business and Entrepreneurship<br>**Virtual Enterprise Capstone<br>**Business Capstone Experience |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|                                                                                                                                             | 11                                                                | English II                                         | Algebra 2 or Honors Algebra 2       | Chemistry or Physics            | American Government<br>Economics                               |                                                                                                                                                                                                                            |                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|                                                                                                                                             | College Placement Assessments-Academic/Career Advisement Provided |                                                    |                                     |                                 |                                                                |                                                                                                                                                                                                                            |                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|                                                                                                                                             | 12                                                                | English 12                                         | Pre-Calculus or Honors Pre-Calculus | Physics or other science course | MicroEconomics<br>MacroEconomics<br>Practical Law<br>Sociology |                                                                                                                                                                                                                            |                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Articulation/Dual Credit Transcribed-Postsecondary courses may be taken/moved to the secondary level for articulation/dual credit purposes. |                                                                   |                                                    |                                     |                                 |                                                                |                                                                                                                                                                                                                            |                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| POSTSECONDARY                                                                                                                               | Year 13                                                           | English Composition<br>English Literature          | Algebra or Calculus                 | Lab Science                     | Economics<br>Psychology                                        | All plans of study need to meet learners' career goals with regard to required degrees, licenses, certifications or journey worker status. Certain local student organization activities may also be important to include. | Continue courses pertinent to the pathway selected.                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|                                                                                                                                             | Year 14                                                           | Speech/<br>Oral Communication<br>Technical Writing | <i>Dependent on chosen pathway</i>  |                                 | <i>Dependent on chosen pathway</i>                             |                                                                                                                                                                                                                            |                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|                                                                                                                                             | Year 15                                                           | Continue courses in the area of specialization.    |                                     |                                 |                                                                |                                                                                                                                                                                                                            |                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|                                                                                                                                             | Year 16                                                           |                                                    |                                     |                                 |                                                                |                                                                                                                                                                                                                            |                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

\*\*See course descriptions on page 2.



# Business, Management and Administration

## Course Descriptions

#1

*Business Functions and Operation is a business course that provides the framework for pursuing additional business courses. This course acquaints students with the five functions of business: Production, Merchandising, Operations, Accounting and Finance, and Management. Students will also explore concepts in economics, entrepreneurship, human resources, risk management, credit, and careers in business. Business skills including communication, interpersonal dynamics, presentation, and critical thinking skills are emphasized. May be taken for a 4th year math credit.*

#2

*Small Business and Entrepreneurship provides students the opportunity to build a solid foundation of knowledge of established business principles and practices that form the groundwork for all business operations. Students take a close look at established businesses, e-commerce, marketing products and services, financing operations, managing and developing employees and making difficult business decisions in a dynamic and competitive atmosphere. In addition, this course introduces the student to the world of business ownership and provides the student with realistic concepts for starting his or her own business by developing an operational business plan. May be taken for a 4th year math credit.*

#3

*Virtual Enterprise is a yearlong simulated business that is set up and run by students to prepare them for working in a real business environment. The students determine the nature of their business, its products and services, its management and structure, and learn the daily operations of a business. Students will work along business mentors and other student led virtual corporations on a national and global scale. Opportunities will become available throughout the course for students to participate in trade shows, leadership conferences and regional, state and international competitions. Students will earn a virtual paycheck which they will use for their own personal finances. This capstone course is designed to utilize prior knowledge and skills from previously taken classes in the business department. May be taken for a 4th year math credit.*

#4

*Business Capstone is an opportunity for business students who have taken a number of business classes to use their skills and knowledge in a paid on-the-job training site. Job placements are determined by the needs of the student, the Capstone coordinators, business contacts, and the jobs the students have had in the past. Students are released one or two class periods each day to allow for 48 hours total of combined school and work. Students work a minimum of 10 hours a week, including Saturdays and Sundays. Students report to class bi-weekly and maintain time sheets that the employers sign to verify hours spent at work. Students take a related concurrent business course during the semester of Capstone. Students are required to have the coordinating teacher visit the job site a minimum of two times a semester, and the employers evaluate students according to job duties and skills listed on the individual training plan.*