

# Business Management

**Calcasieu Parish  
Career & Technical Education**



# What do you want to know?

- Career Tree
- Programs of Study
- Jumpstart 2.0 Pathway Courses and Certification
- Local Business Opportunities
- Louisiana Colleges/Universities with Programs related to field
- Additional Resources

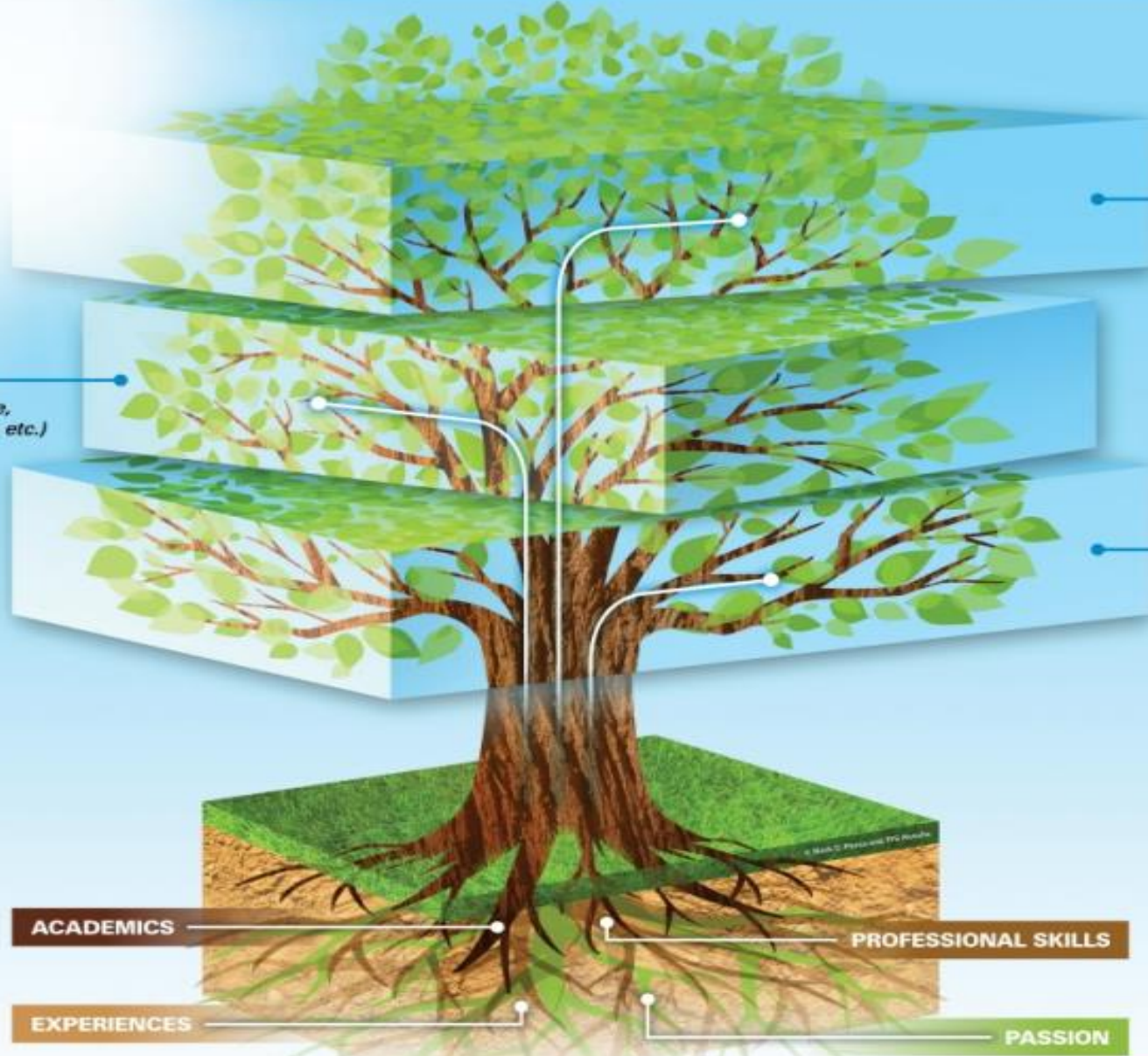
# EDUCATION WITH PURPOSE CAREER TREE



## TECHNICAL CAREERS

*(Apprenticeship, Associate's Degree, Advanced Certification, Experience, etc.)*

- Office Manager
- Tax Preparer
- Bookkeeper
- Accounting Clerk
- Customer Service Representative
- Legal Assistant
- Medical Billing & Coding Specialist
- Medical Office Assistant
- Store Manager
- Insurance Agent
- Sales Representative
- Shipping/Receiving Inventory Specialist



## PROFESSIONAL CAREERS

*(Bachelor's, Master's, Ph.D., Specialized Training, Experience, etc.)*

- Business Education Teacher
- Bank Compliance Officer
- Certified Public Accountant
- Hospitality Administrator
- Financial Analyst/Financial Accountant
- Business Continuity Planner
- Risk Manager
- Court Clerk
- E-Commerce Manager
- Social Media Strategist
- Medical & Health Services Manager
- Commercial Loan Processor

## ENTRY-LEVEL CAREERS

*(with Program Completion)*

- Accounts Receivable Assistant
- Bank Teller
- Cashier
- Retail Clerk
- Receptionist
- Office Assistant
- Medical Admitting Clerk
- Legal Administrative Assistant
- General Office Support Assistant
- Data Entry Clerk
- Collections Representative
- Administrative Assistant

# BUSINESS MANAGEMENT



For Career Tree® facts and materials please visit [TFSresults.com](http://TFSresults.com) and call our team at 800.540.2000.



**Careers in the Business Management and Administration cluster relate to planning, organizing, directing and evaluating business functions essential to efficient and productive business operations. Careers in leadership, management, and support roles are needed by all types of organizations to operate successfully.**

**Programs of Study:  
Business Management**

<b>Advanced Credential</b> 150 SPS Points Rigor Level 3	N/A
<b>Basic State Credential</b> 110 SPS Points Rigor Level 2	Adobe Certified Associate: After Effects Animate, Dreamweaver, Flash, Illustrator, InDesign, Photoshop, Premier Pro
<b>Regional State Credential</b> 100 SPS Points Rigor Level 1	Customer Service and Sales Microsoft: Access Microsoft: Word, PowerPoint & Excel

**CAREER READINESS**

Agriscience I (010301)  
 JAG I & II (042010 & 042020) \*\*\*\*\*  
 Quest for Success (080411)  
 ROTC III & ROTC IV (170003 & 170004)

**UNIVERSAL COURSES**

Accounting I (040101)

**Business Computer Applications (040400)**

CDF Qualifying Internship I (1 credit - 080202)  
 CDF Qualifying Internship I (2 credit - 080200)  
 CDF Qualifying Internship II (1 credit - 080203)  
 CDF Qualifying Internship II (2 credit - 080201)

**Customer Service (041001)**

**Emergency Medical Responder (090711) \*\*/\*\*\*\*\***

Financial Literacy (160345)\*

Foreign Language I

Foreign Language II

**Intro to Business Computer Applications (040401)**

Law Studies (220506)\*\*\*

**NCCER Core (311720) \*\*/\*\*\*\*\***

Personal Finance (041022)

**Principles of Business (040306)**

Speech I (051101)

Technical Writing (120350)

Virtual Workplace Experience I (080205)\*\*

Virtual Workplace Experience II (080207)\*\*

**PATHWAY CREDITS**

Advanced Nutrition and Food (100301)

**Agriscience II (010302)**

Agriscience III (010303)

Agriscience IV (010304)

Business English (040302)\*

Business Math (040307)\*

Computer Tech Literacy (040220)

**Digital Media I (080800)\*\***

**Digital Media II (080805)\*\***

Introduction to Social Media (080818)\*\*

Medical Terminology (090151)\*\*

**Multimedia Productions (061116)**

**Principles of Business (040306)**

**ProStart I (2 Credits - 100308)\*\*/\*\*\*\*\***

**ProStart II (2 Credits - 100322)\*\*/\*\*\*\*\***

Speech II (051102)

**Web Design I (040211)\*\***

\* Courses taken for core requirements cannot be used for pathway credits.

\*\* Course offered at College Street or Westlake T&I

\*\*\* Course offered at Washington Marion

\*\*\*\* Course offered at Sulphur High

\*\*\*\*\* Course offered at Sulphur, Barbe, Vinton & DeQuincy

Jump Start 2.0 Pathway Courses and Certification: Business Management

CPSB Course Offerings: <https://www.cpsb.org/Page/10035>

# Local Business Opportunities: Business Management

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Administrative Assistant – United Way

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Instructor – Business Administration  
Sowela Tech Community

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Operations Manager  
Pacific Dental Services

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Business Office Manger – Rosewood Nursing Center

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Human Resources Generalist- Ceasars Entertainment

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IT Manager – Insight Global

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Bookkeeper/Office Manager – Aday Tire and Auto Service

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General Manager – Wendy's

# Louisiana Colleges/Universities: Business Management

## **PUBLIC & PRIVATE COLLEGES**

- Centenary College of Louisiana
- Dillard University
- Louisiana College
- Louisiana State University and Agricultural & Mechanical College
- Louisiana Tech University
- Loyola University New Orleans
- McNeese State University
- Nicholls State University
- Northwestern State University of Louisiana

- Southeastern Louisiana University
- Southern University and Agricultural & Mechanical College
- Tulane University of Louisiana
- University of Louisiana at Monroe
- University of Louisiana of Lafayette
- University of New Orleans
- Xavier University of Louisiana

## **COMMUNITY COLLEGES**

- Baton Rouge Community College
- Bossier Parish Community College
- Delgado Community College
- Nunez Community College
- River Parishes Community College
- South Louisiana Community College
- SOWELA Technical Community College



### **O\*NET Online Career Cluster**

<https://www.onetonline.org/find/career?c=4>

### **Career Clusters – Pathways to College & Career Readiness**

<https://cte.careertech.org/sites/default/files/CCFrame-BusinessMgmtandAdmin.pdf>

### **Career One Stop (video)**

<https://www.careeronestop.org/Videos/IndustryVideos/business-management-and-administration-overview.aspx>

### **myFuture**

<https://myfuture.com/career/business-management-administration>

### **Louisiana Believes: Jump Start Brief**

[https://www.louisianabelieves.com/docs/default-source/js-graduation-pathways/jump-start-2-0-pathways---business-management.pdf?sfvrsn=efce981f\\_11](https://www.louisianabelieves.com/docs/default-source/js-graduation-pathways/jump-start-2-0-pathways---business-management.pdf?sfvrsn=efce981f_11)