



The Business Management program of study teaches CTE learners how to plan, direct, and coordinate the administrative services and operations of an organization. Through this program of study, students will learn the skills necessary to formulate policies, manage daily operations, and allocate the use of materials and human resources. This program of study will also introduce students to mathematical modeling tools and organizational evaluation methods.

| Grade | Required CTE Courses |
|-------|--|
| 9 | (3841) Business Information I <i>SEM: 2 CR: 1</i> |
| 10 | (3842) Business Information Management II <i>SEM: 2 CR: 1</i> |
| 11 | (3843) Business Management <i>SEM: 2 CR: 1</i> |
| 12 | (3962) Practicum in Business Management <i>SEM: 2 CR: 2</i> OR (3848) Career Preparation I <i>SEM: 2 CR: 2</i> |

| Certificates and Degrees Available | | |
|------------------------------------|---|---|
| High School | Microsoft Office Specialist or Expert- Excel or Word* | |
| Certificate/License | Certified Records Manager | Certified Facility Manager |
| | Certified Commercial Contracts Manager | Teradata 14 Basics/ Certified Technical Specialist |
| Associate's Degree | Business Administration | Business/Commerce |
| | Public Administration | Business Management |
| Bachelor's Degree | Business Administration | Business/Commerce |
| | Public Administration | Management Science |
| Master's/ Doctoral | Business Administration | Business/Commerce |
| Professional Degree | Public Administration | Management Science |

* Microsoft Office Specialist or Expert- Excel or Word certifications are available to students in 11th or 12th grade. All other certificates and/or degrees available to students upon graduation from high school.

| Career Outlook | | | |
|---------------------------------------|-------------|-----------------|----------|
| Occupations | Median Wage | Annual Openings | % Growth |
| Administrative Service Managers | \$96,138 | 2,277 | 21% |
| Management Analysts | \$87,651 | 4,706 | 32% |
| General and Operations Managers | \$107,640 | 18,679 | 20% |
| Supervisors of Administrative Support | \$57,616 | 14,982 | 20% |