

# Business, Marketing, and Finance Career Cluster

The Business, Marketing, and Finance Career Cluster focuses on careers in planning, organizing, directing, and evaluating business functions essential to efficient and productive business operations.



## Business Management Statewide Program of Study



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.

### Secondary Courses for High School Credit

|         |      |   |
|---------|------|---|
| Level 1 | T200 | Principles of Business, Marketing, and Finance (1/Term) and |
|         | T307 | Business Information Management I-Lab (2/YL)                |
| Level 2 | T305 | Business Information Management II (1/Term)                 |
|         | T213 | or Business Law (1/Term)                                    |
| Level 3 | T203 | Business Management (1/Term)                                |
| Level 4 | T810 | Practicum of Entrepreneurship (2/YL)                        |

### Postsecondary Opportunities

#### Associates Degrees

- Business Administration
- Business/Commerce
- Public Administration
- Business Management

#### Bachelor's Degrees

- Business Administration
- Business/Commerce
- Public Administration
- Management Science

#### Master's, Doctoral, and Professional Degrees

- Business Administration
- Business Management
- Public Administration
- Management Science

### Industry-Based Certifications

- Administrative Assisting
- Entrepreneurship and Small Business
- Microsoft Office Specialist: Microsoft Excel Expert (Excel and Excel 2019)
- Microsoft Office Specialist: Microsoft Word Expert (Word and Word 2019)



### Work-Based Learning and Expanded Learning Opportunities

#### Exploration Activities

- Participate in Business Professional of America, Future Business Leaders of America, or DECA

#### Work-Based Learning Activities

- Intern with a local business or chamber of commerce



### Aligned Occupations

| 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 Works | \$57,616    | 14,982          | 20%      |

Successful completion of the Business Management program of study will fulfill requirements of the Business and Industry endorsement. Revised – August 2022