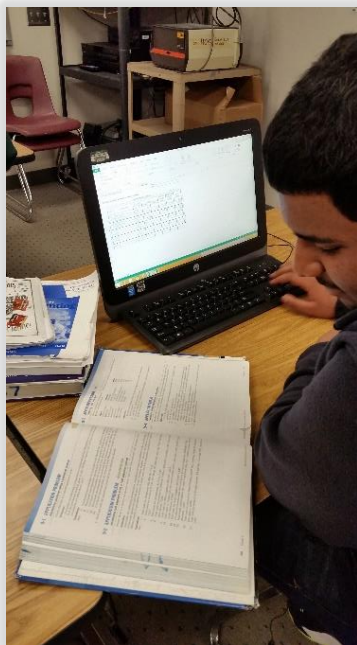




Business Management & Administration Career Cluster



Pathway	OCCUPATIONS RELATING TO THIS CAREER CLUSTER
Administrative Support	Administrative Assistant • Office Manager • Customer Service Assistant • Desktop Publisher • Data Entry Specialist • Receptionist • Medical Transcriptionist • Legal Secretary
Business Information Management	Information Systems Manager • Accounting Clerk or Supervisor • Adjuster • Chief Technology Officer • Budget Analyst • Auditor • Business Consultant
General Management	General Manager • Business & Development Manager • Risk Manager • Public Relations Manager • Chief Executive Officer • Entrepreneur
Human Resources Management	Human Resource Manager • Industrial Relations Director • Compensation & Benefits Manager • Corporate Trainer • Personnel Recruiter • Public Relations Manager
Operations Management	Training & Development Manager • Sales Representative or Manager • Budget Analyst • Research & Development Manager • E-Commerce Analyst



Business Education – Coordinated Plan of Study					
Business Management & Administration Career Cluster				Finance Career Cluster	
Administrative Support		General Management		Accounting	
Course Name	Cr	Course Name	Cr	Course Name	Cr
BCA Exploring Bus. Computer Apps	.5	BCA Exploring Bus. Computer Apps	.5	BCA Exploring Bus. Computer Apps	.5
Fundamentals of Business	.5	Business/Personal Finance (14095)	.5	Business/Personal Finance	.5
Accounting I	1	Accounting I	1	Accounting I	1
Accounting II	1	Accounting II	1	Accounting II	1
Web Design	.5	Fund of Business	.5	Fund of Business	.5
Adv. Web Design (14022)	.5	Business Law (14090)	.5	Business Law	.5

Students must earn at least 2 credits in a CTE pathway and 2 additional CTE credits to qualify for the CTE Scholarship

Is this Pathway for you?

- Are you someone who likes to work with data to solve problems?
- Do you like to interact with all kinds of people?
- Do you like to come up with new ideas?
- Do you like to follow directions to complete a task?
- Do you consider yourself a leader who could be part of a team?
- Are you interested in technology and its ongoing innovation?
- Have you ever dreamed of owning your own business?
- Do you enjoy using math to solve problems?
- Are you able to communicate your ideas to diverse audiences?

Other Electives to Consider for Business Education Pathway Preparation

CTE Electives

IT Essentials I, II, Intro to Coding & Gaming
Family Living, Food Trends, Culinary Arts
Entertainment and Sports Marketing, Marketing, Store Manager, Management/Entrepreneurship
Photography I, II, Graphic Communication I & II

Academic Electives

Consumer Math
Communications; Creative Writing, Yearbook
Foreign Language
Microeconomics, Publications/Media
Psychology I, II
Public Speaking, Debate
Sociology
AP Math



North Dakota Business Management & Administration Related Postsecondary Programs

Pathway	Certificate or Associate's Degree	Bachelor's Degree	Master's Degree or More
Administrative Support	<input type="checkbox"/> Administrative Assistant (BSC, DCB, LRSC, NHSC) <input type="checkbox"/> Bookkeeping (DCB) <input type="checkbox"/> Business/Office Technology (CCCC, NDSCS, SBC, UTTC) <input type="checkbox"/> Computer Applications (CCCC) <input type="checkbox"/> Computer Support Specialist (BSC, TMCC) <input type="checkbox"/> Office Administration (BJCC, DSU) <input type="checkbox"/> Reception Services (DCB)		
Business Information Management	<input type="checkbox"/> Business Management (MaSU, NDSCS, RC, UTTC, WSC) <input type="checkbox"/> Computer Information Systems (BSC, DCB, NDSCS) <input type="checkbox"/> Information Processing Specialist (BSC) <input type="checkbox"/> Information Tech/Management (DCB, LRSC, NDSCS, NHSC, RC, SBC, WSC) <input type="checkbox"/> Management Information Systems (NDSCS) <input type="checkbox"/> Small Business Management (DCB)	<input type="checkbox"/> Applied Business Information Technology (MiSU) <input type="checkbox"/> Business Communication (UM) <input type="checkbox"/> Business Process Integration Management (VCSU) <input type="checkbox"/> Computer Information Systems (MaSU, UM, UND) <input type="checkbox"/> Information Technology Management (RC, UM) <input type="checkbox"/> Management Communication (NDSU) <input type="checkbox"/> Management Information Systems (MiSU, NDSU)	<input type="checkbox"/> Information Systems (MiSU)
General Management	<input type="checkbox"/> Business Administration transfer (BSC, CCCC, DCB, LRSC, NDSCS, NHSC, SBC, TBC, TMCC) <input type="checkbox"/> Business Education transfer (BSC, DCB) <input type="checkbox"/> Computer Support Specialist (BSC, TMCC) <input type="checkbox"/> Entrepreneurship (BSC, CCCC, NDSCS, SBC, TMCC) <input type="checkbox"/> Management (BSC)	<input type="checkbox"/> Applied Management (MiSU) <input type="checkbox"/> Business Administration (DSU, MaSU, NDSU, SBC, TBC, UTTC, UJ, UM, VCSU) <input type="checkbox"/> Business Education (DSU, MiSU, UM, VCSU) <input type="checkbox"/> Entrepreneurship (UND) <input type="checkbox"/> International Business (MiSU) <input type="checkbox"/> Management (MiSU, NDSU, RC, UND, VCSU) <input type="checkbox"/> Public Administration (UND)	<input type="checkbox"/> Business (UM) <input type="checkbox"/> Business Administration (NDSU, UM, UND) <input type="checkbox"/> Management (MiSU) <input type="checkbox"/> Project Management (UM) <input type="checkbox"/> Public Administration (UM, UND)
Human Resources Management	<input type="checkbox"/> HR and Organizational Leadership (RC)	<input type="checkbox"/> Human Resource Management (DSU, UND, VCSU) <input type="checkbox"/> Human Resources and Organizational Leadership (RC)	
Operations Management		<input type="checkbox"/> Business Economics (UND) <input type="checkbox"/> Business Management (RC, UM) <input type="checkbox"/> Business Systems Analysis (RC) <input type="checkbox"/> Management Communication (NDSU) <input type="checkbox"/> Operations & Supply Chain Management (UND)	



Future Business Leaders of America is a co-curricular student organization for students enrolled in Business Education courses. FBLA inspires and prepares students to become community-minded business leaders in a global society through relevant career preparation and leadership experiences. FBLA focuses on leadership development, academic competitions, high school programs, membership benefits, community services, and awards. Contact your high school FBLA Advisor to learn what it takes to become a member.