



Business & Industry Endorsement Business, Marketing & Finance

Business Management

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.

Levels	Courses	
Level 1	Principles of Business, Marketing, and Finance 9	Business Information Management I/Lab 10-11
Level 2	Business Information Management II/Lab 11-12 <i>Prerequisite: Business Management I</i>	
Level 3	+Microsoft Office Specialist or Expert - Excel +Microsoft Office Specialist or Expert - Word +Microsoft Office Master 2016	
Level 4	Career Preparation 1 12	

Occupation	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%
Operations Research Analysts	\$78,083	1,128	38%
Supervisors of Administrative Support Workers	\$57,616	14,982	20%

Industry Based Certifications

+Microsoft Office Specialist or Expert - Excel

Candidates for this certification exam must have approximately 150 hours of instruction and hands-on experience with the product. They will create, manage and distribute professional spreadsheets for a variety of specialized purposes and situations.

+Microsoft Office Specialist or Expert - Word

Successful candidates for this certification exam have a fundamental understanding of the Word environment and the ability to complete tasks independently.

+Microsoft Office Master 2016

To earn a CTE endorsement, students must take a minimum of 3 classes for 4 or more credits in the same Program of Study, and must end with one Level 3 or Level 4 CTE course.