

BUSINESS, MARKETING, AND FINANCE

BUSINESS AND INDUSTRY

BUSINESS MANAGEMENT

PROGRAM OF STUDY

The Business Management program of study leads students in future ready soft skills such as teamwork, communication and collaboration. Students will learn how to manage projects, staff an organization, and set workplace policies. Students will find solutions to the changing global marketplace, including legal conduct, and how it influences industry environments and operations.

INDUSTRY-BASED CERTIFICATION OPPORTUNITIES

Microsoft Office Specialist Associate: Word, Excel, PowerPoint Microsoft Office Specialist Expert - Word, Excel

	OCCUPATIONS	MEDIAN WAGE	ANNUAL Openings	% Growth
i exas Data: Collectea by IEA October 2019	Administrative Service Managers	\$96,138	2,277	21%
	Management Analysts	\$87,651	4,706	32%
	General and Operations Managers	\$107,640	118,679	20%
	Operations Research Analysts	\$78,083	1,128	38%
	Supervisors of Administrative Support Workers	\$57,616	14,982	20%

WORK-BASED LEARNING EXPERIENCES

Industry Guest Speakers; Industry Field Trips; Project Management Experience; Community Awareness Projects; Operate a School Store (LHS, GHS); Practicum with Internships and Job Shadowing Opportunities.



RECOMMENDED COURSE SEQUENCE



Principles of Business, Marketing, and Finance

Business Information Management I, Business Management



Business Law, Global Business/ Human Resources Management



Practicum in Business Management

NOTE: See reverse for additional course sequence options and endorsement requirements. Course descriptions and details can be found in the course catalog.

CAREER AND TECHNICAL STUDENT ORGANIZATIONS

DECA; National Technical Honor Society (NTHS)



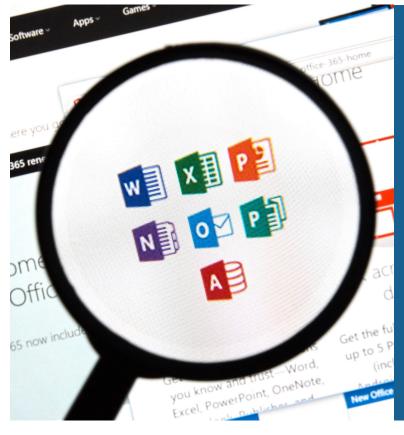
The Business, Marketing, and Finance Career Cluster[®] focuses on careers in planning, organizing, directing, and evaluating business functions essential to efficient and productive business operations.

Non-Discrimination Statement

It is the policy of Leander ISD not to discriminate on the basis of race, color, national origin, sex or handicap in its Career and Technology Education Programs, services, or activities. Leander ISD will take steps to assure that lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs. Es norma de Leander ISD de no discriminar por motivos de raza, color, origen nacional, sexo o impedimento, en sus programas, servicios o actividades vocacionales. Leander ISD tomará las medidas necesarias para asegurar que la falta de habilidad en el uso de la lengua inglés no sea un obstáculo para la admisión o participación en todos los programas educativos y vocacionales.

BUSINESS MANAGEMENT

A student may earn a Business and Industry endorsement by completing foundation and general endorsement requirements. Endorsement course options for the Business Management program of study are listed below.



4 CREDITS REQUIRED

Choose 3 credits from the following:

- Business Information Management I
- Business Law
- Global Business/Human Resource Management
- Business Management

Choose additional credits, if needed, from the following:

- Principles of Business, Marketing, & Finance
- Practicum in Business
- Business Management
- Advertising/Social Media Marketing
- Entrepreneurship
- Accounting I
- Money Matters
- Professional Communications or Entrepreneurship
- Career Preparation
- Project-Based Research

INDUSTRY-BASED CERTIFICATION OPPORTUNITIES

Microsoft Office Specialist (MOS) is an industry certification program available to students enrolled in the Business Information Management course. Through MOS certification a user demonstrates the ability to command the full features and functionality of Microsoft Office including Word, Excel and PowerPoint, preparing them for future academic or workforce opportunities. MOS certification benefits students with job opportunities as many employers look for certification in their applicant screening process. Also, many colleges and universities requires MOS certification as a pre-requisite to some degree plans and/or offer college credit or course exemption for an equivalent course. Students taking Business Information Management will have the opportunity to learn the skills needed to successfully pass the MOS Associate certification exams in Word, Excel and PowerPoint and possibly the advanced features of MOS Expert in Word and Excel.

NOTES: