

**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.

Texas Data: Collected by TEA October 2019

**INDUSTRY-BASED CERTIFICATION OPPORTUNITIES**

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

| 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   | 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.

**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.



**RECOMMENDED COURSE SEQUENCE**

- 1 LEVEL** Principles of Business, Marketing, and Finance
- 2 LEVEL** Business Information Management I, Business Management
- 3 LEVEL** Business Law, Global Business/ Human Resources Management
- 4 LEVEL** 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.

# BUSINESS MANAGEMENT

BUSINESS AND INDUSTRY

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:

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