



Business Management & Administration

If you are interested in the **Business Management and Administration cluster**, focuses on careers in planning, organizing, directing, and evaluating business functions essential to efficient and productive business operations. You may provide the needed support to keep a business in operation. You could manage the financial activities of a business or after years of education or experience, you might direct the operations of a business.



APPROVED COURSES

Some courses are on a rotating schedule and may not be offered each year

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- Business Computers
- Business Communications
- Personal Finance (graduation requirement)
- Intro to Business
- Marketing I

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- Accounting I
- Accounting II
- Advanced Computer Applications (DC)
- Business Tech
- Business Occupational Experience
- International Business
- Webpage Design

ALIGNED TO INDUSTRY

OCCUPATIONS	MEDIAN WAGE	ANNUAL OPENINGS	% GROWTH
Human Resources Manager	\$116,720	104	6%
Accountant	\$71,550	610	4%
Office Manager	\$54,180	2,500	4%
Real Estate Agents	\$50,730	110	6%
Business Operation Managers	\$81,500	410	9.5%

WORK-BASED LEARNING AND EXTENDED LEARNING OPPORTUNITIES

Work Experience Opportunities

CTE students in many cases can pursue what is called a "work-based learning" opportunity and earn high school credit. Students in these pathways may enroll in Business Occupational Experience (BOE). This internship option is offered to students who are enrolled in any course within the Business Department. This allows qualified students to be excused from school a portion of the day to work in one of the approved businesses of the Carthage area.

Career and Technical Student Organizations

Career and technical student organizations are much more than clubs. They provide opportunities for hands-on learning, and for applying career, leadership and personal skills in real-world environments. Participants build their skills by developing projects, attending events, and competing regionally and nationally. The student organization for Business is [Missouri FBLA](#).

Career Pathways within the **Business Management and Administration and Marketing clusters** include:

- Administrative Support* – manage the activities of an office
- Business Information Management* – help collect, analyze, organize, and share information
- General Management* – supervise employees, directly manage one or more areas of a business
- Human Resources Management* – responsible for finding and keeping employees
- Operations Management* – organize, coordinate, and schedule the delivery of resources

PROGRAM PATHWAYS

	Business Management	Accounting
Year 1	Business Computers (required) Intro to Business*	Business Computers (required) Intro to Business*
Year 2	Intro to Business* Personal Finance Business Communications**	Intro to Business* Personal Finance Accounting I**
Year 3	Business Technology** International Business** Webpage Design**	Accounting I** Accounting II***
Year 4	Business Law** Advanced Computer Applications (DC)*** Business Occupational Experience***	Accounting II*** Banking and Finance*** Business Occupational Experience***

Suggested sequence of courses only, some courses may be taken in a different order pending instructor approval
Some courses are offered on a rotating basis

*Can be taken 9th-10th grade

**Can be taken 10th-12th grade

*** Can be taken 11th-12th grade

POSTSECONDARY OPTIONS

CREDENTIALS		HIGHER EDUCATION			
HIGH SCHOOL/ INDUSTRY CERTIFICATION	CERTIFICATE / LICENSE	ASSOCIATE'S DEGREE	BACHELOR'S DEGREE	MASTER'S/ DOCTORAL PROFESSIONAL	SCHOOLS WITH THESE PROGRAMS
ASK – Business	Microsoft Office Specialist Administrative Assistant	Business/Office Administration	Business Administration Business Management Human Resource Management		Crowder, NEO, College of the Ozarks, Evangel, MSSU, MSU, Mizzou, University of Arkansas
	Real Estate License	Small Business Management	Entrepreneurship		MSU-West Plains, Columbia College, Lindenwood, MSU, UCM, UMKC
ASK – Finance	Accounting Certificate		Accounting		Crowder, OTC, NEO, College of the Ozarks, MSSU, MSU, Mizzou, University of Arkansas



For additional information on this program, please contact:
Carthage Technical Center | [417.359.7026](tel:417.359.7026)