# Logo Description automatically generatedBusiness, Marketing and Finance Career ClusterStatewide Program of Study: Business Management; Business, Marketing and Finance Career Cluster

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| --- | --- |
| **Level 1** | Principles of Business, Marketing, and Finance  Business Information Management I |
| **Level 2** | Business Information Management II |
| **Level 3** | None |
| **Level 4** | Statistics and Business Decision Making |

| **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 | 18,679 | 20% |
| Operations Research Analysts | $78,083 | 1,128 | 38% |
| Supervisors of Administrative Support Workers | $57,616 | 14,982 | 20% |

| **HIGH SCHOOL/ INDUSTRY CERTIFICATION** | **CERTIFICATE/ LICENSE\*** | **ASSOCIATE’S DEGREE** | **BACHELOR’S DEGREE** | **MASTER’S/ DOCTORAL PROFESSIONAL DEGREE** |
| --- | --- | --- | --- | --- |
| **OHS: Microsoft Office Specialist or Expert- Excel** | Certified Records Manager | Business Administration | Business Administration | Business Administration |
| **OHS: Microsoft Office Specialist or Expert - Word** | Certified Facility Manager | Business/  Commerce | Business/  Commerce | Business Management |
| Google Cloud Certified Professional –  G-Suite | Certified Commercial Contracts Manager | Public Administration | Public Administration | Public Administration |
| Certified Associate in Project Management | Teradata 14 Basics/  Certified Technical Specialist | Business Management | Management Science | Management Science |

Additional industry-based certification information is available on the TEA CTE website. For more information on postsecondary options for this program of study, visit TXCTE.org.

**WORK BASED LEARNING AND EXPANDED**

**LEARNING OPPORTUNITIES**

| **Exploration Activities:** | **Work Based Learning**  **Activities:** |
| --- | --- |
| Business Professional of America (BPA), Future Business Leaders of America (FBLA), and DECA | Internship with local business or chamber of commerce |

**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**

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**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.**

Successful completion of the Business Management program of study will fulfill requirements of the Business and Industry Endorsement. Revised - July 2020

## O'DONNELL HS COURSE INFORMATION

| **COURSE**  **NAME** | **SERVICE ID** | **PREREQUISITES (PREQ)**  **COREQUISITES (CREQ)** | **Grade** |
| --- | --- | --- | --- |
| Principles of Business, Marketing, and Finance | 13011200 (1 credit)  Course #: 7063 | None | 9-11 |
| Business Information Management I | 13011400 (1 credit)  Course #: 7050 | None | 9-12 |
| Business Information Management II | 13011500 (1 credit)  Course #: 7051 | PREQ: Business Information Management I | 10-12 |
| Statistics and Business Decision Making | 13016900 (1 credit)  Course #: 7301 | PREQ: Algebra II | 11-12 |
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| **OHS Industry-Based Certification Opportunities** |  | **OHS Value-Added Certification Opportunities** |  |
| POS Industry-Based Certification: Microsoft Office Specialist or Expert-Excel | Offered in BIM II | Microsoft Office Specialist-PowerPoint | Offered in BIM II |
| Additional Industry-Based Certification not included in POS: Microsoft Office Specialist or Expert-Word | Offered in BIM II | Microsoft Office Specialist-Access | Offered in BIM II |
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FOR ADDITIONAL INFORMATION ON THE BUSINESS, MARKETING, AND FINANCE CAREER CLUSTER, PLEASE CONTACT:  
[CTE@tea.texas.gov](mailto:CTE@tea.texas.gov)

<https://tea.texas.gov/cte>

O'Donnell ISD offers career and technical education programs in Business & Industry, Education & Training, Animal Science, Business Management, and Accounting & Financial Services. Admission to these programs is based on student qualifications. It is the policy of O'Donnell ISD not to discriminate on the basis of race, color, national origin, sex or handicap in its vocational programs, services or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended. It is the policy of O'Donnell ISD not to discriminate on the basis of race, color, national origin, sex, handicap, or age in its employment practices as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975, as amended; and Section 504 of the Rehabilitation Act of 1973, as amended. O'Donnell 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. For information about your rights or grievance procedures, contact the high school office.