



Name _____

Business Management & Administration

Pathway	OCCUPATIONS RELATING TO THIS CAREER CLUSTER
Administrative Support	Administrative Assistant • Office Manager • Customer Service Assistant • Payroll Clerk • Medical Transcriptionist • Legal Secretary • Data Entry Specialist
Business Information Management	Information Systems Manager • Controller • Chief Financial Officer • Chief Technology Officer • Budget Analyst • Auditor • Information Technology Director
General Management	General Manager • Small Business Owner • Facilities Manager • Human Resource Manager • Chief Executive Officer • Entrepreneur • First Line Supervisor
Human Resources Management	Human Resource Manager • Industrial Relations Director • Compensation & Benefits Manager • Corporate Trainer • Personnel Recruiter • Occupational Analyst
Operations Management	Customer Service Supervisor • Sales Manager • Industrial Production Manager • Research & Development Manager • Training & Development Manager • E-Commerce Analyst

HIGH SCHOOL COURSE REQUIREMENTS				
English	Math	Science	Social Studies	Physical Education
Four units required to graduate; including literature, composition, and speech.	Three units required to graduate	Three units required to graduate.	Three units required to graduate.	One unit required to graduate.
Choices may include:	Choices may include:	Required Units:	Required Units:	Required Units:
<input type="checkbox"/> English 9 05071	<input type="checkbox"/> Algebra I 11031	<input type="checkbox"/> Physical Science 13030	<input type="checkbox"/> U.S. History 15085	<input type="checkbox"/> Physical Education 1 unit 08030
<input type="checkbox"/> English 10 05072	<input type="checkbox"/> Geometry 11120	<input type="checkbox"/> Biology 13020	<input type="checkbox"/> American Government ½ unit AND 15111	OR
<input type="checkbox"/> English 11 05073	<input type="checkbox"/> Advanced Algebra 11032	<input type="checkbox"/> One additional unit of Science	<input type="checkbox"/> Economics ½ unit 15060	<input type="checkbox"/> Physical Education ½ unit AND 08030
<input type="checkbox"/> English 12 05074		OR	OR	<input type="checkbox"/> Health ½ unit 18010
		<input type="checkbox"/> Biology 13020	<input type="checkbox"/> Problems of Democracy 1 unit 15201	
		<input type="checkbox"/> Chemistry 13031		
		<input type="checkbox"/> Physics 13042	Additional units may include:	
			<input type="checkbox"/> Civics	
			<input type="checkbox"/> Geography	
			<input type="checkbox"/> Psychology	
			<input type="checkbox"/> World History	

Career & Technical Education Electives		Extended Learning Opportunities	
Three units of foreign or Native American language, fine arts, or career and technical education are required to graduate.			
Business Education		School-Based:	Community Based:
<input type="checkbox"/> Accounting I 14010	<input type="checkbox"/> Business Communication 14060	<input type="checkbox"/> FBLA	<input type="checkbox"/> Mentorship
<input type="checkbox"/> Accounting II 14011	<input type="checkbox"/> Communication Technologies 14028	<input type="checkbox"/> DECA	<input type="checkbox"/> Volunteer
<input type="checkbox"/> Accounting III 14012	<input type="checkbox"/> Business Law 14090	<input type="checkbox"/> FFA	<input type="checkbox"/> Part-time Employment
<input type="checkbox"/> Accounting IV 14013	<input type="checkbox"/> Management I 14231	<input type="checkbox"/> FCCLA	<input type="checkbox"/> Service-Learning Project
<input type="checkbox"/> Business Computer Applications 14024	<input type="checkbox"/> Management II 14232	<input type="checkbox"/> SkillsUSA	<input type="checkbox"/> Job Shadow
<input type="checkbox"/> Spreadsheets 14025	<input type="checkbox"/> Global Management 14233	<input type="checkbox"/> TSA	<input type="checkbox"/> Internship
<input type="checkbox"/> Business Technology & Procedures 14079	<input type="checkbox"/> Operations Management 14234	<input type="checkbox"/> Career Research	
<input type="checkbox"/> Database 14026	<input type="checkbox"/> Business Finance 14016	<input type="checkbox"/> Cooperative Work Experience	
<input type="checkbox"/> Desktop Publishing 14098	<input type="checkbox"/> Forensic Accounting 14014		
<input type="checkbox"/> Entrepreneurship 14111	<input type="checkbox"/> Entrepreneurial Accounting 14015		
<input type="checkbox"/> Business Fundamentals 14230	<input type="checkbox"/> Financial Literacy 14095		
<input type="checkbox"/> Word Processing 14096	<input type="checkbox"/> Multimedia 14099		
<input type="checkbox"/> Web Design 14022	<input type="checkbox"/> Multimedia II 14100		

North Dakota Business Management & Administration Related Postsecondary Programs

Pathway	Certificate or Associate's Degree	Bachelor's Degree	Master's Degree or More
Administrative Support	<input type="checkbox"/> Administrative Assistant (BSC, LRSC) <input type="checkbox"/> Bookkeeping (DCB) <input type="checkbox"/> Business Fundamentals (DSU) <input type="checkbox"/> Data Entry Specialist (DSU) <input type="checkbox"/> Office Technology (CCCC) <input type="checkbox"/> Computer Support Specialist (TMCC) <input type="checkbox"/> Office Administration (BJCC, DSU) <input type="checkbox"/> Reception Services (DCB, DSU)		
Business Information Management	<input type="checkbox"/> Business Management (MaSU, NDSCS, RC, WSC) <input type="checkbox"/> Business Technology Management (NDSCS) <input type="checkbox"/> Business Transfer (NDSCS) <input type="checkbox"/> Information Processing Specialist (BSC) <input type="checkbox"/> Information Technology/Management (DCB, LRSC, NDSCS, RC, SBC, UTTC, WSC) <input type="checkbox"/> Management Information Systems transfer (NDSCS)	<input type="checkbox"/> Applied Business Information Technology (MiSU) <input type="checkbox"/> Business Management (RC) <input type="checkbox"/> Business Process Integration Management (VCSU) <input type="checkbox"/> Information Systems (UND) <input type="checkbox"/> Information Technology Management (RC, UJ, UM) <input type="checkbox"/> Management Communication (NDSU) <input type="checkbox"/> Management Information Systems (MiSU, NDSU) <input type="checkbox"/> Management Information Science (UJ)	<input type="checkbox"/> Business Analytics (NDSU) <input type="checkbox"/> Information Systems (MiSU)
General Management	<input type="checkbox"/> Business Administration (BSC, CCCC, DCB, NDSCS, NHSC, SBC, TBC, TMCC, UTTC) <input type="checkbox"/> Computerized Office Management (DCB) <input type="checkbox"/> Computer Support Specialist (TMCC) <input type="checkbox"/> Entrepreneurship (NDSCS, NHSC, TMCC) <input type="checkbox"/> Management (BSC) <input type="checkbox"/> Management Entrepreneurship (BSC) <input type="checkbox"/> Small Business Management (DCB)	<input type="checkbox"/> Business Administration (DSU, MaSU, NDSU, SBC, TBC, UTTC, UJ, UM, VCSU) <input type="checkbox"/> Business Education (DSU, MiSU, UM, VCSU) <input type="checkbox"/> Entrepreneurship (MiSU, UND) <input type="checkbox"/> International Business (MiSU) <input type="checkbox"/> International Entrepreneurship (TBC) <input type="checkbox"/> Leadership & Management (TMCC) <input type="checkbox"/> Management (MiSU, NDSU, UND, VCSU)	<input type="checkbox"/> Business (UM, UND) <input type="checkbox"/> Business Administration (NDSU, UM) <input type="checkbox"/> Management (MiSU) <input type="checkbox"/> Managerial Leadership (UM) <input type="checkbox"/> Project Management (UM) <input type="checkbox"/> Public Administration (UM, UND)
Human Resources Management	<input type="checkbox"/> Human Resource Management (DSU)	<input type="checkbox"/> Human Resource Management (UND) <input type="checkbox"/> Human Resources and Organizational Leadership (RC)	<input type="checkbox"/> Human Resource Management (RC, UM)
Operations Management	<input type="checkbox"/> Business Management (MaSU) <input type="checkbox"/> Management (BSC) <input type="checkbox"/> Small Business Management (DCB)	<input type="checkbox"/> Business Economics (UND) <input type="checkbox"/> Business Management (RC) <input type="checkbox"/> Management Communication (NDSU) <input type="checkbox"/> Operations & Supply Chain Management (UND)	<input type="checkbox"/> Business Operations (UM)

North Dakota Postsecondary Institutions Offering Business Management & Administration Related Programs

BSC	Bismarck State College	www.bismarckstate.edu	RC	Rasmussen College	www.rasmussen.edu
BJCC	Burdick Job Corps Center	http://quentinburdick.jobcorps.gov	SBC	Sitting Bull College	www.sittingbull.edu
CCCC	Cankdeska Cikana Community College	www.littlehoop.edu	TBC	Trinity Bible College	www.trinitybiblecollege.edu
DCB	Dakota College at Bottineau	www.dakotacollege.edu	TMCC	Turtle Mountain Community College	www.tm.edu
DSU	Dickinson State University	www.dickinsonstate.edu	UTTC	United Tribes Technical College	www.uttcc.edu
LRSC	Lake Region State College	www.lrsc.edu	UJ	University of Jamestown	www.uj.edu
MaSU	Mayville State University	www.mayvillestate.edu	UM	University of Mary	www.umary.edu
MiSU	Minot State University	www.minotstate.edu	UND	University of North Dakota	www.und.edu
NDSCS	ND State College of Science	www.ndscs.edu	VCSU	Valley City State University	www.vcsu.edu
NDSU	ND State University	www.ndsu.edu	WSC	Williston State College	www.willistonstate.edu
NHSC	Nueta Hidatsa Sahnish College	http://nhsc.edu			