



Name \_\_\_\_\_

# Business Management & Administration

Pathway	OCCUPATIONS RELATING TO THIS CAREER CLUSTER
<b>Administrative Support</b>	Administrative Assistant • Office Manager • Customer Service Assistant • Desktop Publisher • Data Entry Specialist • Receptionist • Medical Transcriptionist • Legal Secretary
<b>Business Information Management</b>	Information Systems Manager • Accounting Clerk or Supervisor • Adjuster • Chief Technology Officer • Budget Analyst • Auditor • Business Consultant
<b>General Management</b>	General Manager • Business & Development Manager • Risk Manager • Public Relations Manager • Chief Executive Officer • Entrepreneur
<b>Human Resources Management</b>	Human Resource Manager • Industrial Relations Director • Compensation & Benefits Manager • Corporate Trainer • Personnel Recruiter • Public Relations Manager
<b>Operations Management</b>	Training & Development Manager • Sales Representative or Manager • Budget Analyst • Research & 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 <b>AND</b> 15111	<b>OR</b>
<input type="checkbox"/> English 11      05073	<input type="checkbox"/> Advanced Algebra      11032		<input type="checkbox"/> Economics ½ unit      15060	<input type="checkbox"/> Physical Education ½ unit <b>AND</b> 08030
<input type="checkbox"/> English 12      05074		<b>Additional units may include:</b>	<b>OR</b>	<input type="checkbox"/> Health ½ unit      18010
		<input type="checkbox"/> Botany	<input type="checkbox"/> Problems of Democracy 1 unit      15201	
		<input type="checkbox"/> Chemistry		
		<input type="checkbox"/> Environmental Science	<b>Additional units may include:</b>	
		<input type="checkbox"/> Physics	<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"/> Spreadsheets      14025	<input type="checkbox"/> Global Management      14233	<input type="checkbox"/> FBLA	<input type="checkbox"/> Mentorship
<input type="checkbox"/> Business Technology & Procedures      14079	<input type="checkbox"/> Operations Management      14234	<input type="checkbox"/> DECA	<input type="checkbox"/> Volunteer
<input type="checkbox"/> Database      14026	<input type="checkbox"/> Business Finance      14016	<input type="checkbox"/> FFA	<input type="checkbox"/> Part-time Employment
<input type="checkbox"/> Desktop Publishing      14098	<input type="checkbox"/> Forensic Accounting      04014	<input type="checkbox"/> FCCLA	<input type="checkbox"/> Service Learning Project
<input type="checkbox"/> Entrepreneurship      14111	<input type="checkbox"/> Entrepreneurial Accounting      04016	<input type="checkbox"/> SkillsUSA	<input type="checkbox"/> Job Shadow
<input type="checkbox"/> Business Fundamentals      14230	<input type="checkbox"/> Financial Literacy      14095	<input type="checkbox"/> TSA	<input type="checkbox"/> Internship
<input type="checkbox"/> Word Processing      14096	<b>High School of Business</b>	<input type="checkbox"/> Career Research	
<input type="checkbox"/> Web Design      14022	<input type="checkbox"/> HSB: Leadership for Business      04311	<input type="checkbox"/> Cooperative Work Experience	
<input type="checkbox"/> Business Communication      14060	<input type="checkbox"/> HSB: Principles of Business      04323		
<input type="checkbox"/> Communication Technologies      14028	<input type="checkbox"/> HSB: Business Economics      04314		
<input type="checkbox"/> Business Law      14090	<input type="checkbox"/> HSB: Principles of Marketing      04315		
<input type="checkbox"/> Management I      14231	<input type="checkbox"/> HSB: Principles of Management      04317		
<input type="checkbox"/> Management II      14232	<input type="checkbox"/> HSB: Business Strategies      04318		

### North Dakota Business Management & Administration Related Postsecondary Programs

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

### North Dakota Postsecondary Institutions Offering Business Management & Administration Related Programs

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