



Name \_\_\_\_\_

# Business Management & Administration

Pathway	OCCUPATIONS RELATING TO THIS CAREER CLUSTER
<b>Administrative Support</b>	Administrative Assistant • Office Manager • Customer Service Assistant • Payroll Clerk • Medical Transcriptionist • Legal Secretary • Data Entry Specialist
<b>Business Information Management</b>	Information Systems Manager • Controller • Chief Financial Officer • Chief Technology Officer • Budget Analyst • Auditor • Information Technology Director
<b>General Management</b>	General Manager • Small Business Owner • Facilities Manager • Human Resource Manager • Chief Executive Officer • Entrepreneur • First Line Supervisor
<b>Human Resources Management</b>	Human Resource Manager • Industrial Relations Director • Compensation & Benefits Manager • Corporate Trainer • Personnel Recruiter • Occupational Analyst
<b>Operations Management</b>	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 <b>AND</b> 15111	<b>OR</b>
<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 <b>AND</b> 08030
<input type="checkbox"/> English 12      05074		<b>OR</b>	<b>OR</b>	<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	<b>Additional units may include:</b>	
			<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
<b>Administrative Support</b>	<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)		
<b>Business Information Management</b>	<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)
<b>General Management</b>	<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)
<b>Human Resources Management</b>	<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)
<b>Operations Management</b>	<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

<b>BSC</b>	Bismarck State College	<a href="http://www.bismarckstate.edu">www.bismarckstate.edu</a>	<b>RU</b>	Rasmussen University	<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.minotstate.edu">www.minotstate.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>			