

RCAS Cluster Plan of Study:

BUSINESS MANAGEMENT AND ADMINISTRATION

Business Management and Administration careers encompass planning, organizing, directing and evaluating business functions essential to efficient and productive business operations. Business Management and Administration career opportunities are available in every sector of the economy.

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| <p>Activities that describe what I like to do:</p> <ul style="list-style-type: none"> • Perform routine, organized activities but can be flexible • Work with numbers and detailed information • Be the leader in a group • Make business contact with people • Work with computer programs • Create reports and communicate ideas • Plan my work and follow instructions without close supervision | <p>Personal qualities that describe me:</p> <ul style="list-style-type: none"> • Organized • Practical and logical • Patient • Tactful • Responsible | |
| <p>9th Grade Required Core Courses:</p> <ul style="list-style-type: none"> • English 9 • Integrated Math 1 • Physical Science 1 & 2 or Biology 1 & 2 • World Geography <p>10th Grade Required Core Courses:</p> <ul style="list-style-type: none"> • English 10 / Adv. English 10 • Integrated Math 2 • Any physical science, Biology 1 & 2 • World History <p>11th Grade Required Core Courses:</p> <ul style="list-style-type: none"> • English 11 / Adv. English 11 / AP English 11 • Integrated Math 3 • Chemistry or Physics • U.S. History 1, 2, 3 <p>12th Grade Required Core Courses:</p> <ul style="list-style-type: none"> • English 12 / AP English 12 • Integrated Math 3 • U.S. Government <p>Other Required Courses:</p> <ul style="list-style-type: none"> • Information Technology (1 credit) • Fine Arts (1 credit) • Physical Education / Health (1 credit) • Economics or Personal Finance (.5 credit) • World Language, Capstone Experience or Service Learning, or Approved Career and Technical Education (1 credit) | <p>Recommended Cluster Electives:</p> <ul style="list-style-type: none"> • Personal Finance • Introduction to Business • Entrepreneurship • Computer Applications • Advanced Computer Applications • Computer Graphics • Web Publishing and Design • Nutrition and Wellness | <p>Careers in this Cluster:</p> <p>Business Manager Accountant Financial Analyst Entrepreneur Customer Service Chief Executive Officer</p> <p>Post-Secondary Programs in this Cluster:</p> <p><u>Associates Degree:</u> Business Communication Human Resources Management</p> <p><u>Baccalaureate Degree:</u> Accounting Business Administration Marketing</p> <p><u>Advanced Degree:</u> MBA</p> |
| <p align="center">Interest, Aptitude and Achievement Inventories</p> <p>Career Matchmaker (8th-12th grade); Ability Profiler (10th grade); PLAN (10th grade); Learning Styles Inventory (10th – 11th grade); My Skills (10th – 12th grade); Armed Services Vocational Aptitude Battery – ASVAB (11th & 12th grade); PSAT (11th grade); ACT or SAT (11th – 12th grade)</p> | | |