



Business, Management & Administration Career Cluster

PLAN OF STUDY

<http://pages.minot.k12.nd.us/votech/cte.htm>

<https://careertech.org/>

Name _____

School _____

Date _____



SAMPLE OCCUPATIONS RELATING TO THIS CAREER CLUSTER	
Pathway	Occupations
ADMINISTRATIVE SERVICES	Executive Assistant • Administrative Assistant • Office Manager • Project Coordinator • Customer Service Representative
BUSINESS INFORMATION TECHNOLOGY	Project Manager • Business Analyst • Process Manager • Functional Specialist • Process Architect
CORPORATE/GENERAL MANAGEMENT	Supervisor • Store Manager • District Manager • Director • Entrepreneur
HUMAN RESOURCES MANAGEMENT	Human Resource Manager • Compensation Analyst • Labor Relations Specialist • Training Manager • Recruiter
OPERATIONS MANAGEMENT	Purchasing Manager • Master Scheduler • Procurement Analyst • Quality Manager • Supply Chain Manager

MINOT HIGH SCHOOL - SUGGESTED COURSE OF HIGH SCHOOL STUDY						
It is suggested that students consider appropriate dual credit, articulation, or advanced placement opportunities for postsecondary credit.						
Language Arts (four credits required to graduate)	Math (three credits required to graduate)	Science (three credits required to graduate)	Social Studies (three credits required to graduate)	Physical Education (two credits required to graduate)	Minot Public Schools Career & Technical Education and Other Electives (a total of three credit s must be earned in foreign language, fine arts, or career and technical education – required to graduate)	Additional Suggested Learning Opportunities
<input type="checkbox"/> Grade 9 Lang Arts* <input type="checkbox"/> Grade 10 Lang Arts* <input type="checkbox"/> Grade 11 Lang Arts* <input type="checkbox"/> Speech or Debate* <input type="checkbox"/> Read Improvement <input type="checkbox"/> Basic Writing <input type="checkbox"/> Creative Writing <input type="checkbox"/> Humanities <input type="checkbox"/> Media Literacy <input type="checkbox"/> AP English 11 and 12 <input type="checkbox"/> College Composition (D) <input type="checkbox"/> College Speech (D)	<input type="checkbox"/> Intro to Algebra <input type="checkbox"/> Consumer Math <input type="checkbox"/> Algebra* <input type="checkbox"/> Geometry <input type="checkbox"/> Advanced Algebra <input type="checkbox"/> Advanced Math <input type="checkbox"/> Pre-Calculus (D) <input type="checkbox"/> AP Calculus Prep <input type="checkbox"/> AP Calculus <input type="checkbox"/> College Algebra (D) <input type="checkbox"/> Probability & Statistics (D) <input type="checkbox"/> Mathematics Applications	<input type="checkbox"/> Physical Science* <input type="checkbox"/> Biology* <input type="checkbox"/> Advanced Biology <input type="checkbox"/> Physics <input type="checkbox"/> Advanced Physics <input type="checkbox"/> Chemistry <input type="checkbox"/> AP Chemistry <input type="checkbox"/> AP Chemistry	<input type="checkbox"/> World History* <input type="checkbox"/> U.S. History* <input type="checkbox"/> American Government* <input type="checkbox"/> Sociology <input type="checkbox"/> Economics* <input type="checkbox"/> Criminal Law <input type="checkbox"/> Psychology <input type="checkbox"/> North Dakota NOW	<input type="checkbox"/> Physical Education <input type="checkbox"/> Health *Required Courses (D) – Dual Credit 22 Credits are Required to graduate from Minot High School	<input type="checkbox"/> Intro to Business & Marketing <input type="checkbox"/> Introduction to Computer Applications <input type="checkbox"/> Accounting I & II <input type="checkbox"/> Advanced Computer Applications – MS Excel <input type="checkbox"/> Advanced Computer Applications – MS Word /PowerPoint <input type="checkbox"/> Web Page Design/ Advanced <input type="checkbox"/> Entrepreneurship <input type="checkbox"/> Business & Personal Law I <input type="checkbox"/> Intro to Information Technology <input type="checkbox"/> Programming Essentials <input type="checkbox"/> Introduction to Programming Languages <input type="checkbox"/> JAVA Programming <input type="checkbox"/> Marketing <input type="checkbox"/> Management <input type="checkbox"/> Foreign Language	School-Based: <input type="checkbox"/> FBLA <input type="checkbox"/> DECA <input type="checkbox"/> Career Research <input type="checkbox"/> Cooperative Education <input type="checkbox"/> Internship <input type="checkbox"/> Job Shadowing <input type="checkbox"/> Service Learning Project Community-Based: <input type="checkbox"/> Mentorship <input type="checkbox"/> Volunteer <input type="checkbox"/> Part-time Employment
For a complete listing of course offerings/electives at Minot High School, go to our Registration Guide at: http://pages.minot.k12.nd.us/votech/File/image/RegGuide.pdf						

NORTH DAKOTA POSTSECONDARY PROGRAMS RELATED TO THIS CAREER CLUSTER			
Pathway	Associate Degree or Less	Bachelors Degree	Masters Degree or More
ADMINISTRATIVE SERVICES	<input type="checkbox"/> Administrative Assistant (general/legal/medical) (BJCC, BSC, CCCC, FBCC, LRSC, DCB, NDSCS, SBC, TMCC, WSC) <input type="checkbox"/> Information Processing Technician (BSC, FBCC, LRSC, SBC, TMCC, WSC) <input type="checkbox"/> Office Supervision & Management (DSU, LRSC, DCB,TBC) <input type="checkbox"/> Reception Services (BJCC)	<input type="checkbox"/> Office Supervision & Management (MaSU, VCSU) <input type="checkbox"/> Information Processing Technician (MiSU, UM)	
BUSINESS INFORMATION TECHNOLOGY	<input type="checkbox"/> Management Information Systems (FBCC, LRSC, NDSCS, WSC)	<input type="checkbox"/> Management Information Systems (UJ, MiSU, NDSU, UM, UND)	
CORPORATE/GENERAL MANAGEMENT	<input type="checkbox"/> Business Administration & Management (BSC, LRSC, DCB, NDSCS, TBC) <input type="checkbox"/> Entrepreneurship (BSC, DSU, NDSCS, WSC) <input type="checkbox"/> Marketing Management (LRSC, DCB, NDSCS, WSC)	<input type="checkbox"/> Business Administration & Management (BSC, DSU, UJ, MaSU, NDSU, TBC, UM, VCSU) <input type="checkbox"/> Entrepreneurship (UND) <input type="checkbox"/> Facility Management (NDSU) <input type="checkbox"/> Marketing Management (UJ, MiSU, NDSU, UM, UND) <input type="checkbox"/> International Business (UJ, MiSU)	<input type="checkbox"/> Business Administration & Management (MiSU, NDSU, UM, UND) <input type="checkbox"/> Marketing Management (UM)
HUMAN RESOURCES	<input type="checkbox"/> Human Resources Development/Mgmt. (RAS)	<input type="checkbox"/> Human Resources Development/Mgmt. (DSU,	

MANAGEMENT		VCSU)	
OPERATIONS MANAGEMENT	<input type="checkbox"/> Business Administration & Management (BSC, LRSC, DCB, NDSCS, TBC)	<input type="checkbox"/> Business Administration & Management (BSC, DSU, UJ, MaSU, NDSU, TBC, UM, VCSU) <input type="checkbox"/> Facility Management (NDSU)	<input type="checkbox"/> Business Administration & Management (MiSU, NDSU, UM, UND)

BJCC – Burdick Job Corps Center, BSC – Bismarck State College, CCCC – Cankdeska Cikana Community College, DCB – Dakota College Bottineau, DSU – Dickinson State University, FBCC – Fort Berthold Community College, UJ – University of Jamestown, LRSC – Lake Region State College, MaSU – Mayville State University, MiSU – Minot State University, NDSCS – North Dakota State College of Science, NDSU – North Dakota State University, RAS – Rasmussen College, SBC – Sitting Bull College, TBC – Trinity Bible College, TMCC – Turtle Mountain Community College, UM – University of Mary, UND – University of North Dakota, VCSU – Valley City State University, WSC – Williston State College.