



Business Management Program of Study

Business and Industry Endorsement

The **Business Management** program of study teaches CTE learners how to plan, direct, and coordinate the administrative services and operations of an organization. Through this program of study, students will learn the skills necessary to formulate policies, manage daily operations, and allocate the use of materials and human resources. This program of study will also introduce students to mathematical modeling tools and organizational evaluation methods.

To complete the Program of Study, students must earn four credits in the Program of Study and one of the credits must be an Advanced Level course.

Postsecondary Options, Occupations and Additional Learning Opportunities

HIGH SCHOOL/INDUSTRY CERTIFICATION	CERTIFICATE / LICENSE*	ASSOCIATE'S DEGREE	BACHELOR'S DEGREE	MASTER'S/ DOCTORAL PROFESSIONAL DEGREE
Microsoft Office Specialist or Expert- Excel	Certified Records Manager	Business Administration	Business Administration	Business Administration
Microsoft Office Specialist or Expert - Word	Certified Facility Manager	Business/ Commerce	Business/ Commerce	Business Management
Google Cloud Certified Professional – G-Suite	Certified Commercial Contracts Manager	Public Administration	Public Administration	Public Administration
Certified Associate in Project Management	Teradata 14 Basics/ Certified Technical Specialist	Business Management	Management Science	Management Science

Additional industry-based certification information is available on the TEA CTE website. For more information on postsecondary options for this program of study, visit TXCTE.org.

Occupations	Median Wage	Annual Openings	% Growth
Administrative Service Managers	\$96,138	2,277	21%
Management Analysts	\$87,651	4,706	32%
General and Operations Managers	\$107,640	18,679	20%
Operations Research Analysts	\$78,083	1,128	38%
Supervisors of Administrative Support Workers	\$57,616	14,982	20%

WORK BASED LEARNING AND EXPANDED LEARNING OPPORTUNITIES	
Exploration Activities:	Work Based Learning Activities:
Business Professional of America (BPA), Future Business Leaders of America (FBLA), and DECA	Internship with local business or chamber of commerce

Courses in the **BUSINESS MANAGEMENT** Program of Study

To complete the Program of Study, students must earn four credits in the Program of Study and one of the credits must be an Advanced Level course.

Entry-Level Courses	Advanced Courses
<ul style="list-style-type: none"> <input type="checkbox"/> Principles of Business, Marketing & Finance <input type="checkbox"/> Business Information Management I <input type="checkbox"/> Business Information Management II <input type="checkbox"/> Business Law 	<ul style="list-style-type: none"> <input type="checkbox"/> Business Management <input type="checkbox"/> Practicum in Business Management <input type="checkbox"/> Career Preparation I

Principles Of Business, Marketing & Finance

Course #: 07082005

Recommended Grade Placement: 8

1 Credit

This course is designed to give students hands-on application in the study of Business Management, Finance, Marketing, Entrepreneurship, and Business and Information Management.

Business Information Management (BIM)

Course #: 07222225

Recommended Grade Placement: 9-11

1 Credit

BIM I introduces the basic concepts and skills related to business application. Special emphasis is placed on word processing, spreadsheets, database, presentation, and integrating application software. A windows format is utilized, and Microsoft Office is the current program of choice.

Business Information Management II

Course #: 07222325

Recommended Grade Placement: 11-12

1 Credit

This course is a continuation of BIM I with emphasis on more in-depth features of Word, Excel, and PowerPoint. Students will also be working in Access and Publisher. This course prepares students to take the Microsoft Office Specialist (MOS) certification exam. This is a global certification that is a standard requirement among employers

Business Law

Course #: 07222425

Recommended Grade Placement: 10-11

1 Credit

Prerequisite: Principles of Business, Marketing, and Finance

Business Law is designed to teach students the rules, principles, and language of law. Students will relate law to their current lives as well as explore the implications in their futures. The course includes a focus on criminal vs. civil law, contract law, tort law, and consumer protection law.

Business Management

Course #: 07222003

Recommended Grade Placement: 10-11

1 Credit

Recommended Prerequisite: Principles of Business, Marketing, and Finance

Business Management is designed to familiarize students with the concepts related to business management as well as the functions of management, including planning, organizing, staffing, leading, and controlling. Students will also demonstrate interpersonal and project-management skills.

Practicum in Business Management

Course #: 07227970

Recommended Grade Placement: 11-12

2 Credits

Recommended Prerequisite: Two credits in the Accounting and Financial Services or Entrepreneurship program of study

The practicum or Coop course is a paid or unpaid capstone experience for students participating in a coherent sequence of career and technical education courses in the Business, Marketing & Finance cluster. Students are required to serve in paid or unpaid internship opportunities. A student may repeat this course once for credit provided that the student is experiencing different aspects of the industry and demonstrating proficiency in additional and more advanced knowledge and skills. A student may repeat this course once for credit provided that the student is experiencing different aspects of the industry and demonstrating proficiency in additional and more advanced knowledge and skills.

Career Preparation I

Course #: 07228902

Recommended Grade Placement: 11-12

2 Credits

Career Preparation I provides opportunities for students to participate in a work-based learning experience that combines classroom instruction with business and industry employment experiences. The goal is to prepare students with a variety of skills for a changing workplace. Career preparation is relevant and rigorous, supports student attainment of academic standards, and effectively prepares students for college and career success.

Business I Certification

College Credit Opportunity - Tarrant County College

Crowley ISD offers dual credit courses in Business to achieve a certification in Business. These courses are offered through Tarrant County College and tuition is waived. Please refer to the College Credit section of this guide or visit <https://www.crowleyisdtx.org/Domain/1009> for more information.