



Business Management & Administration Cluster



	Grade	English	Math	Science	Social Studies	Other Required Courses	Career & Technical Courses	
High School	9	English 9	Algebra I	Earth, Life, Physical Science or Biology	State History or Civics	Physical Education, Health	Business Essentials (Intro to Business) ■■■■ Business Technology Applications ■■■■	
							Possible GTC Credit	
							Cr.	
	10	English 10	Geometry	Biology or Chemistry	US History	General Education English Composition I Speech Oral/Interpersonal Communication Math w/ Business Applications Economics Intro to Psychology Intro to Sociology PC Basics / Microsoft Office	3 3 3 3 3 3 3	Business Communication ■■■■ Adv Business Technology Applications ■ Business Finance ■ Principles of Sales & Promotion ■ Marketing ■
	11	English 11	Algebra II or Pre-Calculus	Chemistry or Physics	World History or Psychology	Cluster Courses Accounting for Business Accounting Principles Intro to Business Business Law Marketing Principles Word Processing for the Office Professional Development Publication Design for the Office Keyboarding Applications Automated Office Applications I & II Web Pages for the Office Entrepreneurship I & II	3 4 3 3 3 4 2 3 3 3 2 2/1	Principles of Management ■ Business Finance ■ Accounting ■■ Business Law ■ Principles of Marketing Research ■
<i>College Placement Assessments (ACT, SAT, etc), Academic/Career Advisement Provided</i>								
12	English 12	Pre-Calculus, Calculus, or Statistics	Physics or other science course	Government or Economics			Computer Systems Operations ■ Accounting ■ Principles of Management ■■ Advanced Accounting ■■ Principles of Sales Management ■ Principles of Marketing Communications ■	
Gateway Technical College	Associate Degrees		Technical Diplomas		Certificates		Credit Transfer Opportunities	
	Administrative Support							
	Administrative Assistant			Office Assistant Medical Transcription		Office Technology Basics Office Technology Professional Growth Office Technology Intermediate/Advanced Microcomputer Applications		<ul style="list-style-type: none"> • Cardinal Stritch • Carthage College • Franklin University • George Williams College • Milwaukee School of Engineering • Upper Iowa University • UW-Parkside • UW-Whitewater
	General Management							
	Business Management Supervisory Management			Small Business Entrepreneurship		Supervisory and Business Management Intermediate Supervisory Management		<ul style="list-style-type: none"> • UW-Platteville • Capella University • Silver Lake College • DeVry University • UW-Oshkosh • UW-Green Bay • UW-Stout • Ottawa University
Careers	Requiring Postsecondary Education						Requiring Baccalaureate Degree	
	<ul style="list-style-type: none"> • Accountant • Administrative Assistant • Assistant Manager • Business Development Specialist • Business Owner 		<ul style="list-style-type: none"> • Entrepreneur • Financial Manager • General Office Clerk • Information Processing Specialist • Mail / File Clerk • Medical Transcriptionist • Office Assistant 		<ul style="list-style-type: none"> • Production Specialist • Receptionist • Secretary • Supervisor • Transcript Specialist • Typist 		<ul style="list-style-type: none"> • Business Education Instructor • Controller • Certified Public Accountant • Customer Service Manager • Internal Auditor • Office System Manager • Store / Plant Manager • Systems Analyst • Trade Show Planner 	