



State Approved CTE Program:
52.0299 Business Administration Management and Operations

YEAR: _____ PSN: _____

Post-Secondary Program: _____ Prgm. Degree: _____ Post CIP Code: _____

School/College/University: _____ Notes: _____

A well thought out Program of Study is merely a way for parents, students, and counselors to map out career/college readiness after high school for ultimate career success. All secondary coursework should meet graduation requirements; align with academic skills and interests, which may be pursued at the post-secondary level resulting in a certificate, apprenticeship, associate (2yr) degree or bachelor's (4yr) degree.

| SECONDARY | Grade | English | Math | Science | Social Studies | Other Required or Related Courses / Electives | CTE Program Courses |
|-----------|-------|---------|------|---------|----------------|---|-----------------------|
| | 9 | | | | | | |
| | 10 | | | | | | |
| | 11 | | | | | | Articulated Credit(s) |
| | 12 | | | | | | |

- Related Occupations**
- ▶ Administrative Assistant
 - ▶ Advertising Sales Person
 - ▶ Auditor
 - ▶ Business Consultant
 - ▶ Certified Public Accountant
 - ▶ Corporate Trainer
 - ▶ E-Commerce Analyst
 - ▶ Entrepreneur
 - ▶ Facilities Manager
 - ▶ Finance Director
 - ▶ Human Resources Manager
 - ▶ Investment Executive
 - ▶ Marketing Analyst
 - ▶ Medical Transcriptionist
 - ▶ Office Manager
 - ▶ OSHA/ADA Compliance Officer
 - ▶ Personnel Recruiter
 - ▶ Public Relations Manager
 - ▶ Sales Representative
 - ▶ Wholesale and Retail Buyer

Post-Secondary Courses

Below is a sample representing courses within the program. Note: The order of offerings may vary. Please consult with the post-secondary counselor.

| POST-SECONDARY | Year | GENERAL EDUCATION COURSES | | PROGRAM MAJOR COURSES | |
|----------------|---|--|--------------|-----------------------|--------------|
| | | 1st Semester | 2nd Semester | 1st Semester | 2nd Semester |
| | 13 | | | | |
| | 14 | | | | |
| | 15 | <p>If continuing on for a Bachelor's Degree: The Michigan Transfer Agreement (www.macrao.org) allows many General Education requirements to be transferred between postsecondary institutions.</p> | | | |
| 16 | <p>Minimum Requirements: Successfully complete at least 30 credits of coursework in six defined areas with at least a grade of 2.0 in each course. 1 course in English Composition / 1 additional course in English Composition or 1 course in Communication / 2 courses in Social Science/ 2 Courses in Humanities and Fine Arts / 2 Courses in Natural Science (1 with lab) / 1 course in Mathematics</p> | | | | |

Related Certifications

Related Work Experience