



Business, Management & Administration Career Pathway Program of Study

Careers in planning, organizing, directing and evaluating business functions essential to efficient and productive business operations.



Careers	<u>Certification/Associates Degree:</u>			
	Accountant	Event Planner	Office Manager	Tax Preparer
	Administrative Assistant	Funeral Director	Personnel Recruiter	Wholesale and Retail Buyer
	Code Compliance Officer	Hospital Admitting Clerk	Retail Sales Supervisor	
	Court Reporter	Industrial Clerk	Sales Representative	
	Entrepreneur	Medical Transcriptionist	Small Business Owner	
	<u>Bachelors or Higher Degree:</u>			
	Advertising Manager	E-Commerce Analyst	Marketing Analyst	Travel Agency Manager
	Auditor	Facilities Manager	Marketing Manager	
	Business & Industry Consultant	Health Care Administrator	Public Relations Manager	
	Certified Public Accountant	Human Resource Manager	Sales Representative	
	Corporate Trainer	Instrument Sales/Manufacturing	Sports Management	
		Investment Executive	Theater Manager	

High School Courses	9th Grade	10th Grade	11th Grade	12th Grade
	English	English	English	English
	Math	Math	Math	Statistics/ AP Statistics
	Science	Science	Science	Ap Psychology
	Social Science	Social Science	Social Science	AP Economics
	Physical Education	Physical Education	Physical Education	Physical Education
		Consumer Ed/ Communication Art		
Recommended Pathway Courses				
Accounting/ College Accounting		Internship		
Entrepreneurship/ VEI		Introduction to Business		
Graphic Arts		Marketing		

School Activities	Career Enhancement Tools / Work-based Learning			
	Naviance / Career Cruising		Job Shadowing	
	DECA		NSERVE Summer Career Exploration Course in Business	
	Economics Team		Internships	
	Check out careers at Inspire Your Future . Log-in with your Career Cruising info.			

Pathways	Administrative Support	Human Resource Management
	Business Information Management	Operations Management
	General Management	

College & University Majors	College & University Majors	
	Accounting and Business Management	Customer Service Management
	Accounting and Computer Science	Entrepreneurial and Small Business Operations
	Accounting and Finance	Franchising and Franchise Operations
	Accounting Technology	Human Resources Development
	Arts, Entertainment & Media Management	Information Resources Management/CIO Training
	Auditing	International Business/Trade/Commerce
	Business Administration and Management	Labor and Industrial Relations
	Business Statistics	Public Relations, Advertising & Applied Communication
	Business/Commerce	Purchasing, Procurement/Acquisitions & Contracts Management
	Business/Corporate Communications	Logistics, Materials and Supply Chain Management
	Business/Managerial Economics	Management Information Systems and Services

College & University Majors	Management Science	Organizational Leadership
	Office Management and Supervision	Knowledge Management
	Operations Management and Supervision	Public Relations/Image Management
	Operations Research	Labor Studies
	Organizational Behavior Studies	Research and Development Management
	Organizational Communication	Small Business Administration

		Certificates	Degrees	Dual Credit	Four-Year Universities Transfer Programs
Oakton Community College Programs	<u>Accounting</u>				
	Accounting Associate (42 cr)	Liberal Arts A.A. (60 cr)	ACC100: Small Business		
	Bookkeeping (16 cr)		Accounting Procedures		
	Professional Acct. - CPA Prep (36 cr)	Accounting Associate A.A.S. (63 cr)			
	Income Tax Preparation (19 cr)				
	<u>Business</u>				
	Customer Service (12 cr)	Associate in Arts in General Business			
	Applied Business (29 cr)	Business Admin. (60 cr)			
	<u>Computer Applications for Business</u>				
	Administrative Asst. (24 cr)	Associate in Applied Science (60 cr)			
	Creative Software Master (30 cr)				
	Creative Software Specialist (15 cr)				
	Executive Admin. Professional (31 cr)				
	Microsoft Off. Adv. Specialist (15 cr)				
	Microsoft Office Specialist (11 cr)				
	Microsoft Office User (7 cr)				
	<u>Global Business Studies</u>				
	Global Business (15 cr)				
	Global Business Technical (12 cr)				
	<u>Management & Supervision</u>				
	Business Security Mgt. (30 cr)	Associate in Applied Science (60 cr)			
	Leadership Excellence (15 cr)	<i>May be completed entirely online.</i>			
	Human Resource Specialist (18 cr)				
	<u>Marketing Management</u>				
	Business Marketing (15 cr)	Associate in Applied Science	(ACC100 - Small Business Accounting Procedures)	Argosy University	
	Marketing Communications (18 cr)	in Marketing Mgt. (60 cr)	(MGT160 - Small Business Mgt.)	(B.S. Business Administration)	
	Marketing Management (30 cr)				
	Professional Selling Skills (12 cr)				

The enrichment credentials (certificates) listed above are NOT transferrable.

Since four-year institutions differ in required courses for the business major, students are advised to meet with a counselor and check course recommendations for the transfer school.