



Pathway: Business Education

Plan of Study: Business Administration/Accounting

Career Goal (O*Net Code):

Banking/Accounting, Business Administration 520301, 520302, 520304

Suggested High School Courses

High School	9 th	Core Academic Courses*:	Physical Science, Algebra I or Geometry, Geography, English I, Word Processing	Suggested Electives: Band, Art, Spanish
		Career Path Courses:		
* Default includes CDHE Higher Education Admission Requirements	10 th	Core Academic Courses*:	Biology, Algebra II, English II, World History, Drama/Speech, Families Living Healthy	Suggested Electives: Band, Art, Spanish
		Career Path Courses:		
	11 th	Core Academic Courses*:	US History, English III, Honors College Algebra or Calculus or Trigonometry, Chemistry	Suggested Electives: Band, Art, Business Applications, Spanish
		Career Path Courses:	Accounting I, Business Math, Applied Math	
	12 th	Core Academic Courses*:	Psychology, Government, English IV or Honors English, Consumer Skills, Physical Education, Calculus or Trigonometry	Suggested Electives: Band, Art, Business Applications, Spanish
		Career Path Courses:	Accounting I*, Business Math, Applied Math	

Secondary to Postsecondary Linkages & Certifications

Recognition for Advanced Learning	Postsecondary Credit Options: Dual Credit*
	Industry Recognized Certificate(s) or License(s): CPA

Postsecondary Education Opportunities		Colorado Postsecondary Programs Available	Colorado Institutions	Entrance Exams/ Requirements
		Certificate	Business Administration Business/Executive Office Assistant	Northeastern Junior College Aims Community College Arapahoe Community College
Associate Degree	Marketing Management Accounting Business Administration Entrepreneurship Computer Applications Web Design	Northeastern Junior College Aims Community College Arapahoe Community College	High School Diploma/GED	
Bachelor Degree	Accounting, Finance, Human Resource Management, International Business, Management, Economics/Business	University of Northern Colorado Colorado State University Adams State College Colorado School of Mines Fort Lewis College	High School Diploma	
Graduate Degree	Business/Finance Degree	University of Colorado	High School Diploma	

Career & Technical Education is delivered through the Colorado Community College System

www.cccs.edu



Cluster Overview: The **Management and Administration Career Cluster** prepares students for careers that encompass planning, organizing, directing and evaluating business functions essential to efficient and productive business operations. Business Management and Administration career opportunities are available in every sector of the economy.

Extended Learning Experiences		
Curricular Experiences: Business work study	Extracurricular Experiences: Future Business Leaders of America	
Work-Based Learning Experiences: Career Preparation – Paid and Unpaid, Job Shadowing, Internships	Program Accreditation and/or Professional Association(s): Business Professionals of America	
Service Learning Experiences: Community Service Volunteer		
Career Options:		Salary Range:
Certificate	Administrative Assistant, Secretary,	\$- \$\$
Associate Degree	Legal Secretary, Wedding Consultant, Data Entry Clerk	\$- \$\$
Bachelor Degree	Accountant, Finance Manager, Advertising Executive	\$\$\$-\$\$\$\$
Graduate Degree	Chief Executive Officer, Biotechnology Business Developer, Chief Financial Officer	\$\$\$-\$\$\$\$

* \$ = \$15-25,000; \$\$ = \$25-55,000; \$\$\$ = \$55-90,000; \$\$\$\$ = Above \$90,000

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