



### **What Is the Business, Management & Administration Career Cluster?**

The Business, Management & Administration Cluster prepares learners for careers in planning, organizing, directing and evaluating business functions essential to efficient and productive business operations. Career opportunities are available in every sector of the economy and require specific skills in organization, time management, customer service and communication.

### **Possible/Related Careers for the Business, Management & Administration Career Cluster**

There are over 60 careers related to the Business, Management & Administration Career Cluster, including but not limited to the following examples:

- Accountant
- Advertising Executive
- Business Analyst
- Economist
- Entrepreneur
- Financial Planner
- Human Resource Manager
- Marketing Specialist
- Mortgage Broker
- Office Manager
- Public Relations Specialist
- Technical Sales Representative

### **Possible/Related Majors for the Business, Management & Administration Career Cluster**

There are an increasing number of college majors related to the Business, Management & Administration Career Cluster, and among the most common are:

- Accounting
- Business Administration and Management
- Entrepreneurial Studies
- Human Resources Development
- International Business
- Labor Studies
- Marketing
- Organizational Behavior Studies and/or Leadership
- Public Relations

### **Related OLCBS Co-Curricular Activities for the Business, Management & Administration Career Cluster**

OLCBS students are encouraged to participate in co-curricular activities. Some related to the Business, Management & Administration Career Cluster are:

- Class Advisory Boards
- Forensics/Speech Team
- International Club
- Mathletes
- National Honor Society
- Student Council
- Student Helpers
- World Languages Club

### **Related Service Learning Sites for the Business, Management & Administration Career Cluster**

OLCBS students are required to earn service learning hours in order to graduate. Some volunteer sites related to the Business, Management & Administration Career Cluster are:

Name	Location
Neat Repeats Resale	7026 W. 111 <sup>th</sup> , Worth 9028 W. 159 <sup>th</sup> , Orland Park
Pass it On Thrift Center	5435 W. 127 <sup>th</sup> St., Crestwood
Local Chapters of National Organizations – a great way to learn about organizational leadership and non-profit finance!	

## **Aligned Elective Courses for the Business, Management & Administration Career Cluster**

Although required courses align with all 16 Career Clusters, students *must* take these courses in order to graduate from OLCHS. Therefore they are not included below.

Students are encouraged to customize their 4-year plan with specific courses, related prerequisite courses and related career information on Career Cruising.

*This guide is intended to provide general information related to career interest areas. It does not imply any guaranteed acceptance into a program of study. Students and families should carefully review post-secondary goals and entrance requirements for all post-secondary institutions of interest. Students and families are encouraged to use this as a supplemental guide during their planning.*

<b>Department and Elective Courses</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>
<b>Business</b>				
Entrepreneurship	X	X	X	X
Google It	X	X	X	X
Microsoft Office Applications	X	X	X	X
Mobile Apps Development I	X	X	X	X
Web Design	X	X	X	X
Mobile Apps Development II		X	X	X
Accounting 1 or 1H		X	X	X
Sports and Entertainment Marketing		X	X	X
Accounting 2			X	X
<b>Foreign Language</b>				
French or French Honors	X	X	X	X
Spanish or Spanish Honors	X	X	X	X
Spanish for Heritage Speakers	X	X	X	X
<b>Industrial Technology</b>				
Graphic Design I	X	X	X	X
Computer Servicing I		X	X	X
Computer Servicing II		X	X	X
Graphic Design II		X	X	X
Technology Support Internship		X	X	X
Graphic Design Productions			X	X
Independent Study: Computers				X
Independent Study: Graphic Design				X
<b>Math</b>				
AP Computer Science Principles*	X	X	X	X
Pre-Calculus			X	X
Pre-Calculus Honors			X	X
Transition to College Math				X
AP Calculus*				X
AP Statistics*				X
<b>Science</b>				
Environmental Science			X	X
<b>Social Science</b>				
AP Human Geography*	X	X	X	X
Geography	X	X	X	X
Economics			X	X
History of Chicago			X	X
International Relations			X	X
Law in American Society			X	X
Psychology			X	X
Sociology			X	X
AP Macroeconomics*			X	X
AP Microeconomics*			X	X
AP Psychology*			X	X

\*The Federal Career Clusters framework recommends students enroll in Advanced Placement and/or Dual Credit courses when available and relevant.