

BUSINESS MANAGEMENT 52.0200.00

Program Description, Industry Credential, Coherent Sequence, and Teacher Certification

PROGRAM DESCRIPTION

The **Business Management** instructional program prepares students to plan, organize, direct, and control the functions and processes of a firm or organization. Students who successfully complete the **Business Management** program's coherent sequence of instruction will develop an in-depth understanding of the business and financial management practices needed for large and small enterprises. The **Business Management** program includes instruction in management theory, project management, human resources management and behavior, Business Management and other quantitative methods, purchasing and logistics, organization and production, marketing, and business decision-making. Throughout the **Business Management** instructional program, students learn and practice valuable real-world skills using industry standard office productivity software to manage business functions.

The **Business Management** Career and Technical Education program is delivered as a coherent sequence of courses designed to offer students knowledge and skills that meet the needs of the workplace. The Professional Skills developed by business and industry leaders across Arizona are integrated throughout the program. **Business Management** students develop leadership, social, civic, and career skills through participation in the state-recognized Career and Technical Student Organization, FBLA (Future Business Leaders of America).

The **Business Management** instructional program prepares students for entry-level employment, further training, and/or post-secondary education for these and other occupations: Administrative Services Manager, Assistant Manager, Business Executive, Business Manager, Business Owner, Business Supervisor, Buyer, Cashier, Claims Adjuster, Examiner, and Investigator; Compensation and Benefits Manager, Compensation, Benefits, and Job Analysis Specialist; Cost Estimator, Customer Service Manager, Customer Service Representative, Economist, Employment Specialist, Food Service Manager, Fundraising Manager, General Manager, Human Resources Manager, Human Resources Specialist, Information Clerk, Insurance Sales Agent, Insurance Underwriter, Loan Officer, Lodging and Hospitality Manager, Logisticians, Management Analyst, Management Consultant, Meeting, Convention, and Event Planner; Operations Manager, Operations Research Analyst, Personnel Manager, Production Manager, Property, Real Estate, and Community Association Manager; Purchasing Agent, Purchasing Manager, Real Estate Broker, Real Estate Sales Agent, Retail Manager, Retail Sales Worker, Sales Manager, Teller, and Training and Development Manager

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INDUSTRY CREDENTIALS

The following credentials have been approved for the A-F CCR and are CTED eligible for the **Business Management** instructional program:

- Assessment of Skills and Knowledge (A*S*K) - Concepts of Entrepreneurship and Management
- Assessment of Skills and Knowledge (A*S*K) - Concepts of Finance
- Assessment of Skills and Knowledge (A*S*K) - Fundamental Business Concepts
- Assessment of Skills and Knowledge (A*S*K) - Fundamental Marketing Concepts
- Assessment of Skills and Knowledge (A*S*K) - Fundamentals of Ethics
- Microsoft Office Specialist (MOS) – Associate for 2016
- Microsoft Office Specialist (MOS) – Associate for 2019
- Microsoft Office Specialist (MOS) – Associate for Office 365
- Microsoft Office Specialist (MOS) – Expert for 2016
- Microsoft Office Specialist (MOS) – Expert for 2019
- Microsoft Office Specialist (MOS) – Expert for Office 365
- NAFTrack Certification - Academy of Finance
- QuickBooks Certified User (QBCU) Desktop 2016
- QuickBooks Certified User (QBCU) Desktop 2017
- QuickBooks Certified User (QBCU) Desktop 2019 Pro
- QuickBooks Certified User (QBCU) Online – U.S.
- RISE-Up – Customer Service and Sales
- RISE-Up – Retail Industry Fundamentals
- RISE-Up – The Business of Retail

COHERENT SEQUENCE

52.0200.10– Business Management I, **and**

52.0200.20– Business Management II, **and program may elect to add:**

52.0200.30– Business Management III, **or**

52.0200.40– Business Management IV, **or**

52.0200.70– Business Management – DCE (Diversified Cooperative Education) **or**

52.0200.75 – Business Management – Internship, **or**

52.0200.80 – Business Management – Cooperative Education

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TEACHER CERTIFICATION REQUIREMENTS

CAREER PREPARATION: The instructor must be ADE/CTE certified according to the following Certificates, PCTBM, SCTBM, and SSCTEBM

Note:

- Business Management 52.0200.70 may be a part of the sequence and the teacher must hold a Cooperative Education Endorsement (CEN).
- Teacher/Coordinator 52.0200.75 is not required to have a Cooperative Education Endorsement (CEN).
- Teacher/Coordinator 52.0200.80 is required to have a Cooperative Education Endorsement (CEN).

CERTIFICATE TYPES

PCTBM Provisional Career and Technical Education Business and Marketing

SCTBM Standard Career and Technical Education Business and Marketing

SSCTEBM Standard Specialized Career and Technical Education Business and Marketing