

# Charting the Course

CLICK THE LINKS BELOW TO EXPLORE...

## Career Clusters

- [Agriculture, Food & Natural Resources](#)
- [Architecture & Construction](#)
- [Arts, A/V Technology & Communications](#)
- [Business Management & Administration](#)
- [Education & Training](#)
- [Finance](#)
- [Government & Public Administration](#)
- [Health Science](#)
- [Hospitality & Tourism](#)
- [Human Services](#)
- [Information Technology](#)
- [Law, Public Safety, Corrections & Security](#)
- [Manufacturing](#)
- [Marketing](#)
- [Science, Technology, Engineering & Mathematics \(STEM\)](#)
- [Transportation, Distribution & Logistics](#)

## TCE Center Programs

- [Advanced Technology Center](#)
- [Tech Center](#)

## High School Academies

- [Entrepreneurship & Business](#)
- [Global Studies & World Languages](#)
- [Governor's STEM & Technology](#)
- [Green Run Collegiate](#)
- [Health Sciences](#)
- [International Baccalaureate](#)
- [Legal Studies](#)
- [Mathematics & Science](#)
- [Visual & Performing Arts](#)

## Dual Enrollment Programs

- [Tidewater Community College \(TCC\)](#)



# Business Management & Administration (Entrepreneurship)

The Business, Management and 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.



## Pathways:

- Administrative Support
- Business Information Management
- General Management
- Human Resources Management
- Operations Management

Map pin denotes Virginia Beach Economic Development key industries aligned with career clusters

## Suggested Learning Experiences

<b>Middle School Electives</b>	<ul style="list-style-type: none"> <li>• Computer Solutions, Advanced Computer Solutions and Keyboarding</li> </ul>
<b>Advanced Studies Diploma Coursework</b>	<ul style="list-style-type: none"> <li>• <b>ENGLISH:</b> Honors sequence meeting graduation requirements</li> <li>• <b>MATH:</b> Algebra I, Geometry, Algebra II or Algebra II Trigonometry, Probability &amp; Statistics and Trigonometry or AP Statistics</li> <li>• <b>SCIENCE:</b> Earth Science, Biology, Chemistry and any 4<sup>th</sup> science credit</li> <li>• <b>SOCIAL STUDIES:</b> Any sequence meeting graduation requirements</li> </ul>
<b>Standard Diploma Coursework</b>	<ul style="list-style-type: none"> <li>• <b>ENGLISH:</b> Any sequence meeting graduation requirements</li> <li>• <b>MATH:</b> Algebra I, Geometry, Algebra II or any 3<sup>rd</sup> math credit</li> <li>• <b>SCIENCE:</b> Earth Science, Biology and any 3<sup>rd</sup> science credit</li> <li>• <b>SOCIAL STUDIES:</b> Any sequence meeting graduation requirements</li> </ul>
<b>Career Coursework</b>	<ul style="list-style-type: none"> <li>• Computer Information Systems &amp; Advanced, Accounting &amp; Advanced, Virtual Enterprise, IT Fundamentals, Advanced Entrepreneurship &amp; Innovation</li> </ul>
<b>Academy/Center Programs</b>	<ul style="list-style-type: none"> <li>• <a href="#">Advanced Technology Center</a></li> <li>• <a href="#">Entrepreneurship &amp; Business Academy</a> (Kempsville High School)</li> <li>• <a href="#">Governor's STEM &amp; Technology Academy</a> (Landstown High School)</li> </ul>
<b>Industry Certifications</b>	<ul style="list-style-type: none"> <li>• MOS Access 2013, MOS Excel 2013, MOS Excel 2013 Expert 1, MOS Excel 2013 Expert 2, MOS OneNote 2013, MOS Outlook 2013, MOS PowerPoint 2013, MOS SharePoint 2013, MOS Word 2013, MOS Word 2013 Expert 1, MOS Word 2013 Expert 2, NOCTI Accounting Advanced, NOCTI Accounting Basic, NOCTI Accounting Basic 3000, NOCTI Virtual Enterprise, IC3 GS4 Computing Fundamentals, IC3 GS4 Key Applications, IC3 GS4 Living Online</li> </ul>
<b>Student Organizations</b>	<ul style="list-style-type: none"> <li>• <a href="#">FBLA</a></li> <li>• <a href="#">DECA</a></li> </ul>
<b>Career Exploration/Enrichment</b>	<ul style="list-style-type: none"> <li>• <a href="#">RU Ready</a></li> <li>• <a href="#">VA Wizard for College &amp; Career Information</a></li> <li>• <a href="#">VA Career V.I.E.W. for K-8 Career Information</a></li> <li>• <a href="#">Major Clarity</a></li> </ul>
<b>Co-operative Education/Internships</b>	<ul style="list-style-type: none"> <li>• Co-op or internship recommended</li> </ul>



# Business Management & Administration

## Career Types by Pathway

HIGH SCHOOL DIPLOMA ON-THE-JOB TRAINING	CERTIFICATE/LICENSE	ASSOCIATE'S DEGREE	BACHELOR'S DEGREE	MASTER'S/DOCTORAL PROFESSIONAL DEGREE
<b>ADMINISTRATIVE SERVICES</b>				
Administrative Assistant Computer Operator Customer Service Data Entry Specialist	Court Reporting Information Processing Legal or Medical Information Technology Office Administration	Court Reporting Information Processing Legal or Medical Information Technology Office Administration	Information Systems Information Technology Management	
<b>BUSINESS INFORMATION MANAGEMENT</b>				
	Business Administration Information Technology Office Technology	Business Administration Information Technology Office Technology	Business Administration Information Systems Information Technology Management	Business Administration Information Technology
<b>HUMAN RESOURCES MANAGEMENT</b>				
Human Resources Clerk	Business Administration	Business Administration	Human Resources Management	Business Administration
<b>MANAGEMENT</b>				
	Certified Government Auditing Professional Certified Professional Consultant	Agribusiness Business Administration Marketing	Business Administration Entrepreneurship Marketing Finance Hospital Management International Business	Business Administration Management
<b>OPERATIONS MANAGEMENT</b>				
	Business Administration Retail Management	Agribusiness Business Administration	Business Administration Marketing Operations Management	Business Administration

Adapted from: [www.nbexcellence.org](http://www.nbexcellence.org) - ACPGuide1617c.pdf