



**Recommended Sequence of Courses** Courses Offered at

Principles of Business, Marketing, and Finance	CHS9
Business Information Management I	CHS9
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Business Information Management I	CHS
Business Information Management II	CHS
*Business Management	CHS
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Business Law	CHS
*Extended Practicum in Business Management I	CHS
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*Statistics and Business Decision Making	CHS
*Extended Practicum in Business Management II	CHS

**\*Advanced Courses**

HIGH SCHOOL/INDUSTRY CERTIFICATION	CERTIFICATE/LICENSE*	ASSOCIATE'S DEGREE	BACHELOR'S DEGREE	MASTER'S/DOCTORAL PROFESSIONAL DEGREE
Microsoft Office Specialist or Expert - Excel	Certified Records Manager	Business Administration		
Microsoft Office Specialist or Expert - Word	Certified Facility Manager	Business/ Commerce		Business Management
Google Cloud Certified Professional - G-Suite	Certified Commercial Contracts Manager	Public Administration		
Certified Associate in Project Management	Teradata 14 Basics/ Certified Technical Specialist	Business Management	Management Science	

OCCUPATIONS	MEDIAN WAGE	ANNUAL OPENINGS	%GROWTH
Administrative Service Managers	\$96,138	2,277	21%
Management Analysts	\$87,651	4,706	32%
General and Operations Managers	\$107,640	18,679	20%
Operations Research Analysts	\$78,083	1,128	38%
Supervisors of Administrative Support Workers	\$57,616	14,982	20%

Additional industry based certification information is available from the TEA CTE website.

For more information on postsecondary options for this programs of study, visit TXCTE.org

WORK BASED LEARNING AND EXPANDED LEARNING OPPORTUNITIES	
<b>Exploration Activities:</b> Business Professionals of America (BPA); National Technical Honors Society (NTHS)	<b>Work Based Learning Activities:</b> Paid work based learning; Obtain industry based certification.

The Business Management program of study teaches CTE concentrators how to plan, direct, and coordinate the administrative services and operations of an organization. Through this program of study, students will learn the skills necessary to formulate policies, manage daily operations, and allocate the use of materials and human resources. This program of study will also introduce students to mathematical modeling tools and organizational evaluation methods.

The Business, Marketing, and Finance Career Cluster® focuses on careers in planning, organizing, directing, and evaluating business functions essential to efficient and productive business operations.



Successful completion of the Business Management program of study will fulfill requirements of the Business and Industry Endorsement.

Approved Statewide Program of Study - September 2019



# COURSE INFORMATION

## Principles of Business, Marketing, and Finance

7007Y (7007 A and B)

Grades: 9

Level: 2

Credit: 1 (+.5 Professional Communications Credit)

Prerequisites: None

**CTSO Membership opportunity: DECA- Marketing Education Students Association- \$25 Dues**

In Principles of Business, Marketing, and Finance, students gain knowledge and skills in economies and private enterprise systems, the impact of global business, the marketing of goods and services, advertising, and product pricing. Students analyze the sales process and financial management principles. This course allows students to reinforce, apply, and transfer academic knowledge and skills to a variety of interesting and relevant activities, problems, and settings in business, marketing, and finance.

## Business Information Management I

7003Y (7003 A and B)

Grades: 9-12

Level: 2

Credit: 1

Prerequisites: None

**This course is highly recommended for ALL Career and Technical Education (CTE) Pathways**

**Certification Possibility & Required Fees (no fees at CHS9): Microsoft MOS Word (\$25) & Microsoft MOS Excel (\$25)**

**CTSO Membership opportunity: BPA- Business Professionals of America- \$25 Dues (CHS only)**

In Business Information Management I, students implement personal and interpersonal skills to strengthen individual performance in the workplace and in society and make a successful transition to the workforce and postsecondary education. Students apply technical skills to address business applications of emerging technologies, to create word-processing documents, develop a spreadsheet, formulate a database, and make an electronic presentation using appropriate software

## Business Information Management II

7004Y (7004 A and B)

Grades: 10-12

Level: 2

Credit: 1

Prerequisites: Business Information Management I

**This course is highly recommended for ALL Career and Technical Education (CTE) Pathways**

**Certification Possibility & Required Fees: Microsoft Expert Word (\$25) & Microsoft Expert Excel (\$25)**

**CTSO Membership opportunity: BPA- Business Professionals of America- \$25 Dues**

In Business Information Management II, students implement personal and interpersonal skills to strengthen individual performance in the workplace and in society and make a successful transition to the workforce or postsecondary education. Students apply technical skills to address business applications of emerging technologies, create complex word-processing documents, develop sophisticated spreadsheets using charts and graphs, and make an electronic presentation using appropriate multimedia software.

## Business Law

7008Y (7008A and B)

Grades: 10-12

Level: 2

Credit: 1

Prerequisites: None

**CTSO Membership opportunity: BPA- Business Professionals of America- \$25 Dues**

Business Law is designed for students to analyze various aspects of the legal environment, including ethics, the judicial system, contracts, personal property, sales, negotiable instruments, agency and employment, business organization, risk management, and real property.

## Business Management

7002Y (7002 A and B)

Grades: 10-12

Level: 2

Credit: 1

Prerequisite: None

**CTSO Membership opportunity: BPA- Business Professionals of America- \$25 Dues**

Business Management is designed to familiarize students with the concepts related to business management as well as the functions of management, including planning, organizing, staffing, leading, and controlling. Students will also demonstrate interpersonal and project-management skills.

**(This course is also offered through North Lake Dual Credit option: BMGT 1327- Principles of Management)**

# COURSE INFORMATION

## Statistics and Business Decision Making

2452Y (2452 A and B)

Grades: 11-12

Level: 2

Credit: 1

Prerequisite: Algebra II

**Certification Possibility & Required Fees:** GAIQ- Google Analytics Individual Qualification (\$0- no fee)

**CTSO Membership opportunity:** BPA- Business Professionals of America- \$25 Dues

Statistics and Business Decision Making is an introduction to statistics and the application of statistics to business decision making. Students will use statistics to make business decisions. Students will determine the appropriateness of the methods used to collect data to ensure conclusions are valid.

**Note:** This CTE course satisfies a math credit requirement for students on the Foundation High School Program. Business Statistics & Decision Making may count as a fourth year math for graduation for learners who also have credit for Algebra I, Geometry, and Algebra II.

## Extended Practicum in Business Management I (Paid Work-Based)

7012Y (7012 A and B)

Grades: 11-12

Level: 2

Credit: 3 (1 period)

**AN AVERAGE OF 15 HOURS PER WEEK AT APPROVED TRAINING STATION / JOB REQUIRED**

Prerequisite: None

**Recommended Prerequisite:** At least two Business Management Program of Study courses

**Certification Possibility & Required Fees:** OSHA- General (\$25)

**CTSO Membership opportunity:** BPA- Business Professionals of America- \$25 Dues

**Additional Requirements:** Students are required to have paid employment of an average of 15 hours per week by the end of the second week of class and to maintain that employment until the end of the school year.

**Must be able to provide your own transportation for off campus Practicum Experiences.**

Extended Practicum in Business Management I is designed to give students supervised practical application of previously studied knowledge and skills. Practicum experiences occur in a paid arrangement and a variety of locations appropriate to the nature and level of experience. Students implement personal and interpersonal skills to strengthen individual performance in the workplace and in society and to make a successful transition to the workforce or postsecondary education. Students apply technical skills to address business applications of emerging technologies. Students develop a foundation in the economic, financial, technological, international, social, and ethical aspects of business to become competent consumers, employees, and entrepreneurs. Students enhance reading, writing, computing, communication, and reasoning skills and apply them to the business environment. Students incorporate a broad base of knowledge that includes the legal, managerial, marketing, financial, ethical, and international dimensions of business to make appropriate business decisions.

## Extended Practicum in Business Management II (Paid Work-Based)

7017Y (7017 A and B)

Grades: 12

Level: 2

Credit: 3 (1 period)

**AN AVERAGE OF 15 HOURS PER WEEK AT APPROVED TRAINING STATION / JOB REQUIRED**

Prerequisite: Extended Practicum in Business Management I

**Certification Possibility & Required Fees:** TBD

**CTSO Membership opportunity:** BPA- Business Professionals of America- \$25 Dues

**Additional Requirements:** Students are required to have paid employment of an average of 15 hours per week by the end of the second week of class and to maintain that employment until the end of the school year.

**Must be able to provide your own transportation for off campus Practicum Experiences.**

Extended Practicum in Business Management II is designed to give students supervised practical application of previously studied knowledge and skills. Practicum experiences occur in a paid arrangement and a variety of locations appropriate to the nature and level of experience. Students implement personal and interpersonal skills to strengthen individual performance in the workplace and in society and to make a successful transition to the workforce or postsecondary education. Students apply technical skills to address business applications of emerging technologies. Students develop a foundation in the economic, financial, technological, international, social, and ethical aspects of business to become competent consumers, employees, and entrepreneurs. Students enhance reading, writing, computing, communication, and reasoning skills and apply them to the business environment. Students incorporate a broad base of knowledge that includes the legal, managerial, marketing, financial, ethical, and international dimensions of business to make appropriate business decisions.

Coppell ISD offers career and technical education programs in Business, Marketing, Arts, AV Tech & Communications, Engineering, Computer Science and Health Science. Admission to these programs is based on grade level and prerequisites met.

It is the policy of Coppell ISD not to discriminate on the basis of race, color, national origin, sex or handicap in its vocational programs, services or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

It is the policy of Coppell ISD not to discriminate on the basis of race, color, national origin, sex, handicap, or age in its employment practices as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975, as amended; and Section 504 of the Rehabilitation Act of 1973, as amended.

Coppell ISD will take steps to assure that lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs.

For information about your rights or grievance procedures, contact the Title IX Coordinator, at 200 S. Denton Tap Rd.; Coppell, Texas 75019, 214-496-6000, and/or the Section 504 Coordinator, at 268 Southwestern Blvd; Coppell, Texas 75019, 214-496-6938.

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El Distrito Escolar Independiente (Independent School District, ISD) de Coppell ofrece programas de educación técnica o profesional en las áreas de comercio, mercadeo, artes, tecnología y comunicación audiovisual, ingeniería, informática y ciencias de la salud. La admisión a estos programas se basa en el nivel de estudios y el cumplimiento de los requisitos.

Es política del ISD de Coppell no discriminar en sus programas vocacionales, servicios o actividades en función de la raza, color, origen nacional, sexo o discapacidad, tal como lo exigen el Título VI de la Ley de Derechos Civiles de 1964, enmendada, el Título IX de las Enmiendas Educativas de 1972 y la Sección 504 de la Ley de Rehabilitación de 1973, enmendada.

Es política del ISD de Copell no discriminar en sus prácticas laborales en función de la raza, color, origen nacional, sexo, edad o discapacidad, tal como lo exigen el Título VI de la Ley de Derechos Civiles de 1964, enmendada, el Título IX de las Enmiendas Educativas de 1972, la Ley de Discriminación por Edad de 1975, enmendada, y la Sección 504 de la Ley de Rehabilitación de 1973, enmendada.

El ISD de Coppell tomará medidas para garantizar que la falta de conocimientos del idioma inglés no sea un impedimento en la admisión y la participación en todos los programas educativos y vocacionales

Para obtener información sobre sus derechos o procedimientos de quejas, contacte al Coordinador del Título IX, ubicado en 200 S. Denton Tap Rd.; Coppell, Texas 75019, a través del teléfono 214-496-6000; o a la Coordinadora de la Sección 504, ubicada en 268 Southwestern Blvd; Coppell, Texas 75019, a través del teléfono 214-496-6938.