



Business Management and Administration careers 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.

PATHWAYS	SKILLS STANDARDS	CURRICULUM	ASSESSMENTS
Management	<ul style="list-style-type: none"> Fundamentals of Technology 	<ul style="list-style-type: none"> Career Clusters: Business, Management and Administration VHS and DVD Defying the Odds Marketing Education and Entrepreneurship TLA Business Etiquette CD-ROM BPA: Learn, Grow, Become Agricultural Business Management 	<ul style="list-style-type: none"> Fundamentals of Technology Accounting Services: <ul style="list-style-type: none"> — Accounts Payable Clerk — Accounts Receivable Clerk — Full Charge Bookkeeper
Business Financial Management and Accounting	<ul style="list-style-type: none"> Fundamentals of Technology Accounting Services: <ul style="list-style-type: none"> — Billing Clerk — Accounts Payable Clerk — Accounts Receivable Clerk — Payroll Accounting Clerk — Full Charge Bookkeeper Financial Literacy 	<ul style="list-style-type: none"> Career Clusters: Business, Management and Administration VHS and DVD Business Etiquette CD-ROM BPA: Learn, Grow, Become 	<ul style="list-style-type: none"> Fundamentals of Technology Accounting Services: <ul style="list-style-type: none"> — Accounts Payable Clerk — Accounts Receivable Clerk — Full Charge Bookkeeper Financial Literacy
Human Resources	<ul style="list-style-type: none"> Fundamentals of Technology Financial Literacy 	<ul style="list-style-type: none"> Career Clusters: Business, Management and Administration VHS and DVD Career Survival Toolkit Business Etiquette CD-ROM BPA: Learn, Grow, Become 	<ul style="list-style-type: none"> Fundamentals of Technology Financial Literacy
Business Analysis	<ul style="list-style-type: none"> Fundamentals of Technology Financial Literacy 	<ul style="list-style-type: none"> Career Clusters: Business, Management and Administration VHS and DVD Business Etiquette CD-ROM BPA: Learn, Grow, Become 	<ul style="list-style-type: none"> Fundamentals of Technology Financial Literacy
Marketing	<ul style="list-style-type: none"> Fundamentals of Technology E Commerce Specialist E Commerce Business/Marketing Specialist E Commerce Marketing Professional Sports Marketing Salesperson Manager Trainee Restaurant Marketing Specialist 	<ul style="list-style-type: none"> Career Clusters: Business, Management and Administration VHS and DVD Defying the Odds Business Etiquette CD-ROM BPA: Learn, Grow, Become Agriculture Career Development: Communications/Business/Marketing 	<ul style="list-style-type: none"> Fundamentals of Technology Salesperson Manager Trainee E Commerce Specialist

(Continued)

PATHWAYS	SKILLS STANDARDS	CURRICULUM	ASSESSMENTS
Marketing (continued)	<ul style="list-style-type: none"> • Advertising Services Specialist • Apparel and Accessories Specialist • Financial Services Specialist • Food Marketing Specialist • General Merchandise Retailing Specialist 		
Administrative and Information Support	<ul style="list-style-type: none"> • Fundamentals of Technology • Administrative Professional 	<ul style="list-style-type: none"> • Career Clusters: Business, Management and Administration VHS and DVD • Business Etiquette CD-ROM • BPA: Learn, Grow, Become 	<ul style="list-style-type: none"> • Fundamentals of Technology

* ODCTE provides/will provide state certification testing.