

## **Business Management and Administration Career Cluster**

### *What High School Courses Should I take?*

Course selection always involves the student, school counselor and parent. Newtown High School courses listed below include specific skills for this pathway. This is not a mandatory listing, not does it indicate the level of any course. It is provided to raise awareness of the wide variety of options available to NHS students.

### *Suggested Courses:*

English: 4 years (senior option: Public Speaking)

Math: 4 years to include Pre-Calculus

Science: 4 years

Social Studies: 4 years

World Language: 4 years

Business Education and other electives:

- App Inventor 1 and 2
- Business Foundation and Business Management
- Computer Applications
- Desktop Publishing
- Financial Management
- Graphics Tech 1 and 2
- Accounting 1 and 2
- Personal Financial Literacy
- Personal and Business Law 1 and 2
- Banking and Investments
- Marketing 1 and 2
- Connecticut Technology Innovation Academy
- Keyboarding
- Web Design
- Cooperative Work Experience
- Greenhouse Management 1 and 2

Junior/Senior Project: In this course, students work with a community professional to develop and present a project. Besides allowing students to determine their course content, it is an opportunity for students to learn time management skills prior to college. Students have completed projects by developing a business plan. Examples include: “A Marketing and Promotional Strategy for Newtown Strong Therapy Dogs” and “Ping Pong Fundraiser for Newtown Memorial Fund.”

### *NHS Programs/Activities:*

Career Center Programs utilize community volunteers to provide career information to students. Programs include:

- Career Speakers: open to all students with permission of their teacher(s).
- Career Tours: open to sophomores, juniors, and seniors.

- Career Shadowing: This program allows sophomores, juniors, and seniors one excused day per semester to spend time in a career field of their interest with a community volunteer.
- Internships: Junior and senior students spend 30 hours at a workplace to gain knowledge about a career. Internships occur outside of the school day and may be either paid or unpaid. In 2014-5, students interned at Newtown's Economic and Community Development Office and Newtown Savings Bank.
- Newtown Savings Bank: Junior and senior students have the opportunity to intern at Newtown Savings Bank. Priority is given to DECA members.

Current Community Volunteers include: Newtown Public Schools, Newtown Savings Bank, The Advisors Trust, and Town of Newtown.

Related NHS Student Activities:

DECA  
Debate Team

*Sample Scholarship Opportunities related to the Business Management Pathway:*

DECA Scholarship Program  
Financial Planning Association Scholarship  
High School Accounting Scholarship  
NFIB Young Entrepreneur Awards  
Working Women's Forum Scholarship

*Sample Careers*

Administrative Assistant	Human Resources Manager
Advertising Sales Person	Investment Executive
Auditor	Marketing Analyst
Business Consultant	Medical Transcriptionist
Certified Public Accountant	Office Manager
Corporate Trainer	OSHA/ADA Compliance Officer
E-Commerce Analyst	Personnel Recruiter
Entrepreneur	Public Relations Manager
Facilities Manager	Sales Representative
Finance Director	Wholesale and Retail Buyer

*Updated 11/23/2015*