Business Management & Administration

Program of study for:

Business Administrative Support

Racine Unified School District
Case, Horlick and Park High Schools
Career Cluster: Bus Management Administration

This program of study plan should serve as a guide in the development of a secondary/post-secondary pathway. Courses listed within this plan are only recommended and are indicative of the courses needed to complete a pathway.

RACINE UNIFIED SCHOOL DISTRICT

EDUCATION LEVEL SECONDARY	GRADE 9	10	11		12
Career Interest Inventory Administered and Program of Study Initiated for all learners					
ENGLISH/ LANGUAGE ARTS	Freshman English	Sophomore English	Junior English	College Placement Assessments-Academic/ Career Advisement Provided (ACT, SAT, etc.)	English Elective and/or Speech
MATH	Algebra 1	Geometry	Algebra 2		Statistics or PreCalculus
SCIENCE	Lab Science	Biology	Chemistry (AS)		Physics (AS)
SOCIAL STUDIES/ SCIENCES	US History	World History	American Government		Economics Sociology
CAREER AND TECHNICAL COURSES CENTRAL TO THIS PATHWAY	Keyboarding (3210) Computer Applications (3215) Introduction to Business (3220)	Word Processing (3211) Advanced Word Processing (3212) Information Processing (3213) Business Communication (3233)	Desktop Publishing (3216) Advanced Desktop Publishing (3217)		Webpage Design (3218) Business Occupations (AS) (3260) Cooperative Business Occupations (3261)

AP = Advanced Placement, D/TC = Dual/Transcripted Credit, YO =Youth Options, AS = Advanced Standing

CAREER AND TECHNICAL EDUCATION COURSES, ELECTIVES, AND STUDENT ORGANIZATIONS RELATED TO THE PATHWAY

- ◆Business & Personal Law
- ◆Small Business Ownership AS
- ◆FBLA
- ◆Work Based Learning Activities
- ◆Higher Expectations & Career Portfolio
- ◆Work Based Learning Activities

Post-Secondary Schools that have programs related to this career pathway

Gateway Technical College
Cardinal Stritch University
Carroll University
Carthage
MATC Milwaukee Area Technical College
St. Norbert College De Pere, Wisconsin
Marquette University
Concordia University Wisconsin
Alverno College
Rasmussen College
WCTC waukesha county technical college
The University of Wisconsin Madison
University of Wisconsin Platteville
University of Wisconsin Whitewater
University of Wisconsin Eau Claire
University of Wisconsin Parkside
University of Wisconsin Green Bay
UW-La Crosse

For More Information See
www.racine.k12.wi.us/Teaching & Learning/Career & Technical Education

Partner Post-Secondary School

GATEWAY TECHNICAL COLLEGE

Occupations Related to This Program of Study

- Administrative Assistant
- Communications Equipment Operator
- Computer Operator
- Court Reporter
- Customer Service Assistant
- Date Entry Specialist
- Desktop Publishing
- Dispatcher
- Executive Assistant
- Information Assistant
- Legal Secretary
- Library Assistant & Order Processor
- Medical Front Office Assistant
- Medical Transcriptionist
- Office Manager
- Paralegal
- Receptionist
- Records Processing Assistant
- Shipping & Receiving Clerk
- Stenographer
- Typist
- Word Processor

CTE Career & Technical Education

Racine Unified Administrative Service Center

Career & Technical Education Office

262-631-7088

Please contact program instructor at school

JI Case High School 262-619-4200
Wm. Horlick High School 262-619-4300
Washington Park High School 262-619-4400

It is the policy of the Racine Unified School District, pursuant to s.118.13 Wis. Stats., and P19, that no person, on the basis of sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability may be denied admission to any school in this District or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extracurricular, public services, recreational, or other program or activity.

This policy also prohibits discrimination under related Federal Statues, including Title VI of the Civil Rights Act of 1964 (race and national origin), Title IX of the Education Amendments of 1972 (sex), and section 504 of the Rehabilitation Act of 1973 (handicap).

If any person believes the Racine Unified District or any part of the school organization has inadequately applied the principals and/or regulations of s.118.13 Wis. Stats./P19 and Title VI (race, national origin), and/or Title IX (sex), and /or Section 504 (handicap) or in some way discriminates against pupils on the basis of sex, race, religion, color, national origin, ancestry, creed, pregnancy, mental,emotional or learning disability or handicap, she/he may bring forward a complaint to the

District Equity Coordinator
Racine Unified School District
3109 Mt. Pleasant Street, Racine, WI 53404

Form: 3203/Business Administrative Support/0513 Contact CTE Office for more copies

RACINE UNIFIED SCHOOL DISTRICT

CTE Career & Technical Education

Program of Study/Career Pathway

Business Administrative Support

3203

Business Management & Administration