

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
- Graphics Tech 1 and 2
- Accounting 1 and 2
- Personal Financial Literacy
- Personal and Business Law 1 and 2
- Marketing 1 and 2
- Keyboarding
- Web Design
- 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:

FBLA
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

Additional Career Resources

<https://discoveraccounting.org/become-a-cpa/connecticut/>

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