

BUSINESS MANAGEMENT

For incoming freshmen beginning 2020-2021

BUSINESS MANAGEMENT & ADMINISTRATION

OVERVIEW

The Business Management and Administration Jump Start 2.0 Pathway focuses on careers that plan, organize, direct, and evaluate all or part of a business organization. Students will learn fiscal responsibility when allocating and using financial, human, and material resources. Pathway coursework equips students to provide the support needed to keep all aspects of a business running, whether training new employees or leading as a top executive. This pathway also encompasses the use of social media as a marketing strategy to promote and keep businesses relevant.

COLLEGE AND CAREER CONNECTIONS

Finding high-wage career opportunities directly out of high school can be challenging. It typically requires advanced capstone credentials accompanied by work experience and/or apprenticeships in the field.

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High School to Career	Community/Technical College to Career	University to Career	
Administrative Assistant	Executive Administrative Assistants	Management Professional	
Customer Service Representative	Human Resource Assistant	Human Resources Director	
Payroll Clerk	Business and Office Management	Business and Office Operations Management	
Digital Layout Designer	Communications Specialist	Social Media/Market Research Strategist	

CAPSTONE CREDENTIALS

To graduate, Jump Start students must earn at least one credential from the list below. Some options may require more than one credential. These are noted with ‡ Credential codes and their Thrive Accelerator Index values can be found in the Industry-Based Certification Accelerator Matrix.

Adobe Certified Associate: After Effects
Adobe Certified Associate: Animate
Adobe Certified Associate: Dreamweaver
Adobe Certified Associate: Illustrator
Adobe Certified Associate: InDesign
Adobe Certified Associate: Photoshop
Adobe Certified Associate: Premiere Pro
Adobe Certified Expert Dreamweaver
‡ Adobe Certified Professional: Video Design
‡ Adobe Certified Professional: Visual Design
‡ Adobe Certified Professional: Web Design
Business of Retail: Operations & Profit
Business Operations Credential

Certified Logistics Associate or Technician (MSSC)
CIW Internet Business Associate
Customer Service and Sales
Fundamentals of JavaScript, Functional Programming & Web Dev, Lvl 1
Fundamentals of JavaScript, Functional Programming & Web Dev, Lvl 2
Geographic Information System - Entry Level Technician Certification
LCTCS: Career and Technical Certificate*
LCTCS: Certificate of Technical Studies*
LCTCS: Technical Diploma*
Louisiana Micro-Enterprise - Regional
Louisiana Micro-Enterprise - Statewide
‡ Microsoft Office Specialist: Word Expert, Excel Expert & Access Expert
‡ Microsoft Office Specialist: Word, PowerPoint, AND Excel

*Aligned to the pathway.

UNIVERSAL DOCUMENTS

INDUSTRY-BASED CERTIFICATION ACCELERATOR MATRIX

FAST FORWARD FUNDING

UNIVERSAL COURSE CODES

Course	Credits	Credits	October Name
Code	Allowed	Required	Course Name
040101	1	0.5	ACCOUNTING I
040104	1	0.5	ACCOUNTING II
040201	1	0.5	ADMINISTRATIVE SUPPORT OCCUPATIONS
080520	1	0.5	ADV JAVASCRIPT, PROGRAMMING, AND WEB DEVELOPMENT (1 CREDIT)
080526	2	2	ADV JAVASCRIPT, PROGRAMMING, AND WEB DEVELOPMENT (2
080671	0.5	0.5	ADVANCED FINANCE (1/2 CREDIT)
100303	1	1	ADVANCED HIVANCE (1/2 GREDIT) ADVANCED NUTRITION AND FOOD (1 CREDIT)
100303	0.5	0.5	ADVANCED NUTRITION AND FOOD (1/2 CREDIT)
110590	1	0.5	ADVANCED TECHNICAL DRAFTING
080000	1	0.5	ADVANCED TECHNICAL DRAFTING ADVANCED TELEVISION BROADCASTING I (1 CREDIT)
080000	2	2	ADVANCED TELEVISION BROADCASTING I (2 CREDITS)
080002	3	1.5	ADVANCED TELEVISION BROADCASTING (2 CREDITS) ADVANCED TELEVISION BROADCASTING (3 CREDITS)
080005	1	0.5	ADVANCED TELEVISION BROADCASTING I (3 CREDIT)
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080012	3		ADVANCED TELEVISION BROADCASTING II (2 CREDITS)
080013		1.5	ADVANCED TELEVISION BROADCASTING II (3 CREDITS)
041042	1	0.5	ADVERTISING & SALES PROMOTION
010302	1	0.5	AGRISCIENCE II
010303	1	0.5	AGRISCIENCE III
010304	1	0.5	AGRISCIENCE IV
312913	3	1.5	BARBER I
312912	2	2	BARBER I (2 CREDITS)
312923	3	1.5	BARBER II
312922	2	2	BARBER II (2 CREDITS)
312932	2	2	BARBER III (2 CREDITS)
312942	2	2	BARBER IV (2 CREDITS)
110560	1	0.5	BASIC TECHNICAL DRAFTING
125030	1	0.5	BUSINESS COMMUNICATIONS
040305	1	0.5	BUSINESS COMMUNICATIONS
040400	1	0.5	BUSINESS COMPUTER APPLICATIONS
080610	0.5	0.5	BUSINESS ECONOMICS (1/2 CREDIT)
040302	1	0.5	BUSINESS ENGLISH (VOCATIONAL)
080901	1	0.5	BUSINESS ENTERPRISES FOR THE VISUALLY IMPAIRED (1 CREDIT)
080660	0.5	0.5	BUSINESS IN A GLOBAL ECONOMY (1/2 CREDIT)
040303	1	0.5	BUSINESS LAW
040307	1	0.5	Business Math
310600	1	0.5	CARPENTRY I (1 CREDIT)
310602	2	2	CARPENTRY I (2 CREDITS)
310603	3	1.5	CARPENTRY I (3 CREDITS)
310605	1	0.5	CARPENTRY II (1 CREDIT)
310612	2	2	CARPENTRY II (2 CREDITS)
310613	3	1.5	CARPENTRY II (3 CREDITS)
080505	1	0.5	CIW Database Design
040405	1	0.5	CIW Internet Business
061120	1	0.5	CIW Networking Technology
040415	1	0.5	CIW Website Development
040244	1	0.5	Coding for the Web: LSU Partnership
061102	1	0.5	COMPUTER SCIENCE I
040220	1	0.5	COMPUTER TECHNOLOGY LITERACY
061101	1	0.5	COMPUTER TECHNOLOGY/LITERACY
080250	1	0.5	CONSUMER FINANCE AND BANKING (1 CREDIT)
310900	1	0.5	COSMETOLOGY I (1 CREDIT)
310902	2	2	COSMETOLOGY I (2 CREDITS)

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110402	310916		2	COSMETOLOGY IV (2 CREDITS)
110406	310917	3	1.5	COSMETOLOGY IV (3 CREDITS)
110404	110402	1	1	CTE Internship I (1 credit; Non-CDF)
110404	110406	0.5	0.5	CTE Internship I (1/2 Credit)
110405 2	110403	2	2	CTE Internship I (2 credits; Non-CDF)
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080720	110405	2	2	CTE Internship II (2 credits; Non-CDF)
080532	041001	1	1	CUSTOMER SERVICE (1 CREDIT)
040207	080720	0.5	0.5	CUSTOMER SERVICE (1/2 CREDIT)
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	050604	1	0.5	PUBLICATIONS II (YEARBOOK)

041043	1	0.5	RETAIL MARKETING
051102	1	0.5	SPEECH II
041060	1	0.5	SPORTS AND ENTERTAINMENT MARKETING (1 CREDIT)
041081	1	0.5	TOURISM MARKETING
040211	1	1	WEB DESIGN (1 CREDIT)
040210	0.5	0.5	WEB DESIGN (1/2 CREDIT)
080830	0.5	0.5	WEB DESIGN (1/2 CREDIT)
040203	1	0.5	WORD PROCESSING