

# Business Management & Administration Cluster Curriculum Review

## Three-Year Program of Work

### 2009-2010

Digital Design – Relocate program to the Arts & A/V Cluster

Office Administration (AS/AAS) – Review Legal Office specialization for feasibility of Legal Secretary CCC.

Court Reporting (Secondary) & Court Reporting Technology (AS/AAS) – Review for emphasis on broadcast captioning and update as needed.

### 2010-2011

\*Business Analyst (Propose changing to Business Intelligence Analysis)

\*Forensic Accounting

\*Auditing

Business Supervision & Management (Secondary/PSAV)

Accounting Operations (Secondary/PSAV)

Administrative Assistant (Secondary/PSAV)

Legal Administrative Specialist (Secondary/PSAV)

Accounting Technology (AS/AAS)

### 2011-2012

\*Business Process Management

\*Records Information Management (RIM)

\*Enterprise Risk Management (ERM)

\*Management of Not-For-Profit Businesses

International Business (Secondary/PSAV) – Explore ways in which a foreign language (Mandarin) might be integrated into the curriculum.

Digital Design (Secondary/PSAV) – Program reassigned to Arts, A/V, & Communication Cluster

Customer Assistance Technology (Secondary/PSAV)

Business Administration (AS/AAS)

Office Administration (AS/AAS)

### 2012-2013

\*Project Management

\*HR Compensation, benefits and job analysis specialists

Promotional Enterprise (Secondary/PSAV)

Medical Administrative Specialist (Secondary/PSAV)

Electronic Business Enterprise (Secondary/PSAV)

Voice Writing (Secondary/PSAV) \*\*\***Daggered for deletion in 2010-2011 – Low enrollment** \*\*\*

#### Notes:

1. All new AS/AAS degree programs will identify supporting secondary and PSAV programs to provide a continuous program of study.
2. All new CCC programs will identify PSAV programs to support a continuous program of study.

#### Reference:

\* Indicates new program.

Secondary = high school.

PSAV = Postsecondary Adult Vocational – clock hour programs taught at Technical Centers and some community colleges.

AS/AAS = Associate in Science/Associate in Applied Science degree – community colleges.

CCC = College Credit Certificate – part of AS/AAS degree - taught at community colleges.