

**Available in comprehensive high schools**

# **Business Administration & Management**



The Business Administration and Management curriculum is delivered through a sequence of four classes: Business Principles and Practices, Financial Management Using Software Applications, Honors Accounting I, and E-Commerce and Entrepreneurship. These courses are designed to introduce students to the concepts of accounting in the business environment and e-business.

## **Major Units of Study**

- Recording business transactions
- Adjusting process
- Completing the accounting cycle
- Merchandising
- Accounting information systems
- Conducting online research
- Analyzing we sites targeting the international marketplace
- Developing business plans
- Purchasing and selling products
- Incorporating effective marketing strategies

## **Related Careers**

- Accounting
- Consulting
- Finance
- Marketing
- Non-profit business



## **Post-Secondary**

- Qualified students can earn 3 Articulated college credits through an articulation with the Community College of Baltimore County, Catonsville, Essex, or Dundalk
- College
- Technical Schools/Technical Certification



**COMPLETER: *Business Administration & Management***

**CREDITS: 4**

- Guideline for Course Selections
- Refer to Graduation Requirements in the Program of Studies for specific course requirements in each content area

Grade à	9	10	11	12
Exact scheduling depends on student’s plan and school’s master schedule.	English 9 (1)	English 10 (1)	English 11 (1)	English 12 (1)
	US Government (1)	US History (1)	World History (1)	
	Conceptual Physics (1)	Chemistry (1)	Biology (1)	
	Algebra I / Data Analysis (1)	Intermediate Algebra / Data Analysis (1)	Geometry (1)	Algebra II / Data Analysis (1)
	PE (.5) / Health (.5)		PE (.5)	
	Fine Arts (1)	Foundations of Technology (1)		
	World Language (1)	World Language (1)		
	Business Communications & Key-boarding (1)			
<b>Completer Program Requirements</b>		Business Principles & Practices (1) Financial Management Using Software Applications (1)	Honors Accounting I (1)	E-Commerce and Entrepreneurship (1)
<b>Career Specific Electives</b> (may be taken any year offered after prerequisites have been satisfied)	AP Probability & Statistics (1), Accounting II (1), AP Psychology (1), Business Law (1), Honors Calculus, AP Calculus AB, AP Calculus BC (1), Issues in American Society (.5), Psychology I or Honors Psychology I (1), Sociology (.5), Internship (.5-1)			
8 credits possible per year				
<b>Value Added: From: Program:</b>	3 Articulated credits Community College of Baltimore County, Catonsville, Essex or Dundalk Business Management			
<b>End of Program Test: Industry: Taken:</b>	Microsoft Office Specialist, Specialist Excel Exam OR CLEP Principles of Management Exam Microsoft College Board - CLEP At the end of E-Commerce and Entrepreneurship			

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