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 websites 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
# Business Administration & Management

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

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<td>Business Communications &amp; Key-boarding (1)</td>
<td>Business Principles &amp; Practices (1)</td>
<td>Financial Management Using Software Applications (1)</td>
<td>Honors Accounting I (1)</td>
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**Completer Program Requirements**

**Career Specific Electives**
(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

**Value Added:**

- From Program:
  - 3 Articulated credits
    - Community College of Baltimore County, Catonsville, Essex or Dundalk
    - Business Management

- From Industry:
  - Microsoft Office Specialist, Specialist Excel Exam OR CLEP Principles of Management Exam
  - Microsoft College Board - CLEP

**End of Program Test:**

- At the end of E-Commerce and Entrepreneurship

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The Board of Education of Carroll County does not discriminate on the basis of disability in employment or provision of services, programs or activities. Information concerning the Americans with Disabilities Act is available from the Director of Facilities, 410-751-3177. Persons needing auxiliary aids and services for communication should contact the Office of Community and Media Relations at 410-751-3020 or publicinfo@carrollk12.org, or write to Carroll County Public Schools, 125 North Court Street, Westminster, Maryland 21157. Persons who are deaf, hard of hearing, or have a speech disability, use Relay or 7-1-1. Please contact the school system at least one (1) week in advance of the date the special accommodation is needed.