

BUSINESS MANAGEMENT

The Business Management career cluster is a series of academic and technical courses with a focus on the dynamic world of business. Students in these areas can specialize in such subjects as banking & finance, accounting, administration, management, medical administrative support and hospitality.

Business Management 1 – AM

6100 Full Year – 2 Credits

Open to Grade 11 2 Periods Per Day

Year 1 courses include:

- Business Foundations (1 semester)
- Marketing Principles (1 semester)
- Management Principles

Application required.

Recommended: Algebra 1, Computer Applications

Business Management 2 – PM

6110 Full Year – 2 Credits

Open to Grade 12 2 Periods Per Day

Year 2 courses include:

- Office Management
- Business Management Capstone (optional 2 additional credits)

Prerequisite: Business Management 1

Recommended: Algebra 2 with Trig

This two-year program is designed for those students wishing to pursue a career in business. Students will study accounting, management functions, entrepreneurship, marketing, human resources, risk management, and economics. Students will receive the training necessary for passing the Microsoft Office Specialist certifications in Word, Excel, PowerPoint, Access, Outlook, and OneNote. These experiences help develop skills in organization, planning, delegating and supervising. Senior students meeting the requirements will be eligible for internship and early placement during the senior year.

Students will have the additional opportunity in the Business Management Capstone course to receive credit for both in-school and/or out-of-school learning experiences.

College Credit Possible: Student must fulfill requirements of the college.

Certifications: Microsoft Office Specialist in Word, Excel, Access and PowerPoint

Internship Opportunities (paid or unpaid): Work experience senior year, 10 hours per week in a related occupation.

Career Technical Student Organization: Business Professionals of America (BPA)

Possible Career Opportunities:

- Entrepreneur
- Office Assistant
- Office Manager
- Accountant
- Business Manager
- Sales Representative

