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Student Organization:
 Business Professionals of America

BUSINESS MANAGEMENT



REQUIRED COURSES:

CODE:	DESCRIPTION:
143000	Finance Foundations
141025	Management Principles
143005	Financial Accounting
143020	Fundamentals of Financial Services
143015	Managerial Accounting

GRADUATION SEALS AVAILABLE:

Industry Recognized Credential Seal
 Earn 12 Points worth of IRC's

Technology Seal
 Pass two Microsoft Office Certification Exams

Ohio Means Job Readiness Seal
[Complete OMJ Readiness Seal Validation Form](#)

First Year: (3 Credits) Periods 1,2,3

Business Management I prepares students to pursue a future in the business world. Students are trained in careers which facilitate business operations through a variety of management, entrepreneurial, administrative and financial duties. Instruction is given in computers, office management, information and communication management, project tracking, and Microsoft Office Word, Excel, PowerPoint, and Access. All students participate in leadership and competitive events at the regional and state level through Business Professionals of America.

Second Year: (3 Credits) Periods 6,7,8

During the senior year of this course, students will continue training financial services. Students will study financial, payroll and managerial accounting. Students will develop knowledge and skills in financial analysis, financial reporting, and corporate investments. All students participate in leadership and competitive events at the regional and state level through Business Professionals of America. MOS certification in Excel is the goal. College credits may be available if the student meets certain criteria.



SCAN

PROGRAM VIDEO

WWW.PARMACITYSCHOOLS.ORG/CAREERTECH

BUSINESS MANAGEMENT



INDUSTRY RECOGNIZED CREDENTIAL (IRC) OPPORTUNITIES:

INDUSTRY CREDENTIAL	VENDOR/PROVIDER	IRC POINTS
MOS: Word 2019	Certiport	3
MOS: PowerPoint 2019	Certiport	3
MOS: Excel 2019	Certiport	3
MOS: Outlook 2019	Certiport	3
MOS: Access 2019	Certiport	3
MOS: Word Expert 2019	Certiport	3
MOS: Excel Expert 2019	Certiport	3
RiseUp Retail	National Retail Federation	6
RiseUp Customer Service	National Retail Federation	6

TRANSCRIPTED IN-STATE TRANSFERABLE CREDIT OPPORTUNITIES:

COLLEGE/UNIVERSITY	DEGREE/COURSES	POTENTIAL CREDITS
<u>Cuyahoga Community College</u>	BADM 1020: Introduction to Business	3
<u>Cuyahoga Community College</u>	BT 1000: Keyboarding	2
<u>Cuyahoga Community College</u>	BT1201: Word Processing I	3
<u>Cuyahoga Community College</u>	BT1700: Business Spreadsheets	3
<u>Cuyahoga Community College</u>	BT2210: Presentation Software	2
<u>Cuyahoga Community College</u>	BT2300: Business Database Systems	3
<u>OHE CTAG</u>	Financial Accounting (143005)	3
<u>OHE CTAG</u>	Managerial Accounting (143015)	3

ARTICULATION AGREEMENTS:

COLLEGE/UNIVERSITY	DEGREE/COURSES	POTENTIAL CREDITS
<u>University of Akron</u>	College of Business	9

BUSINESS MANAGEMENT



Required Courses:

Ohio Department of Education required courses taught within the career-technical program.

Industry-Recognized Credential (IRC) Opportunities:

Each Ohio Department of Education approved industry-recognized credential has been assessed a point value based on employer demand and other factors to allow students the opportunity to bundle credentials for graduation. Career-technical education credentials primarily reflect education, industry licenses, industry certificates and postsecondary degrees.

Transcribed In-State Transferable Credit/CTAGs:

Alignment between secondary and postsecondary career-technical education content. Earned college credits are transferable to Ohio public institutions of higher education (OHE).

Articulation/Bilateral Agreements and Opportunities:

A partnership between institutions (PCSD and colleges/universities) to recognize credits which will be accepted when a student enrolls into a college or university to pursue a specific degree program.

[OHIO HIGHER EDUCATION CREDIT TRANSFER TOOL](#)

CTAG transferable credits are earned through career technical WebXam assessments (See **REQUIRED COURSES** on the first page) and are alignments between secondary (high school) and postsecondary (e.g., college) institutions.

The postsecondary institution retrieves and verifies data if the students check the box on their WebXam(s) giving consent. Support for acquiring CTAGs varies at postsecondary institutions. Students should notify the postsecondary institutions of their available CTAG transferable credits.

STEP 1: Pass PCSD Career Tech Program WebXam(s) and ensure the box at the end of the exam is checked allowing Ohio institutions to obtain score(s).

STEP 2: Contact postsecondary counselor and inform them of the CTAG transferable credits in the following areas:

143005 Financial Accounting

143015 Managerial Accounting

STEP 3: Notify the postsecondary Registrar's office, Tech Prep office, or department chair as applicable.