

# Introduction Business Management and Administration

The Business Management and Administration program is comprised of courses that integrate academic and critical thinking skills for a complete understanding of the functions of business and the implications for personal life skills. These courses emphasize developing effective oral and written communication, preparing and analyzing business records, operating appropriate equipment, utilizing software, and developing necessary interpersonal skills to interact successfully with others.

Business Professionals of America (BPA) contributes to the advancement of leadership, citizenship, personal growth, academics, and technological skills. Competitive events enhance career/job preparation, workplace competencies, self-confidence, and the instructional program.

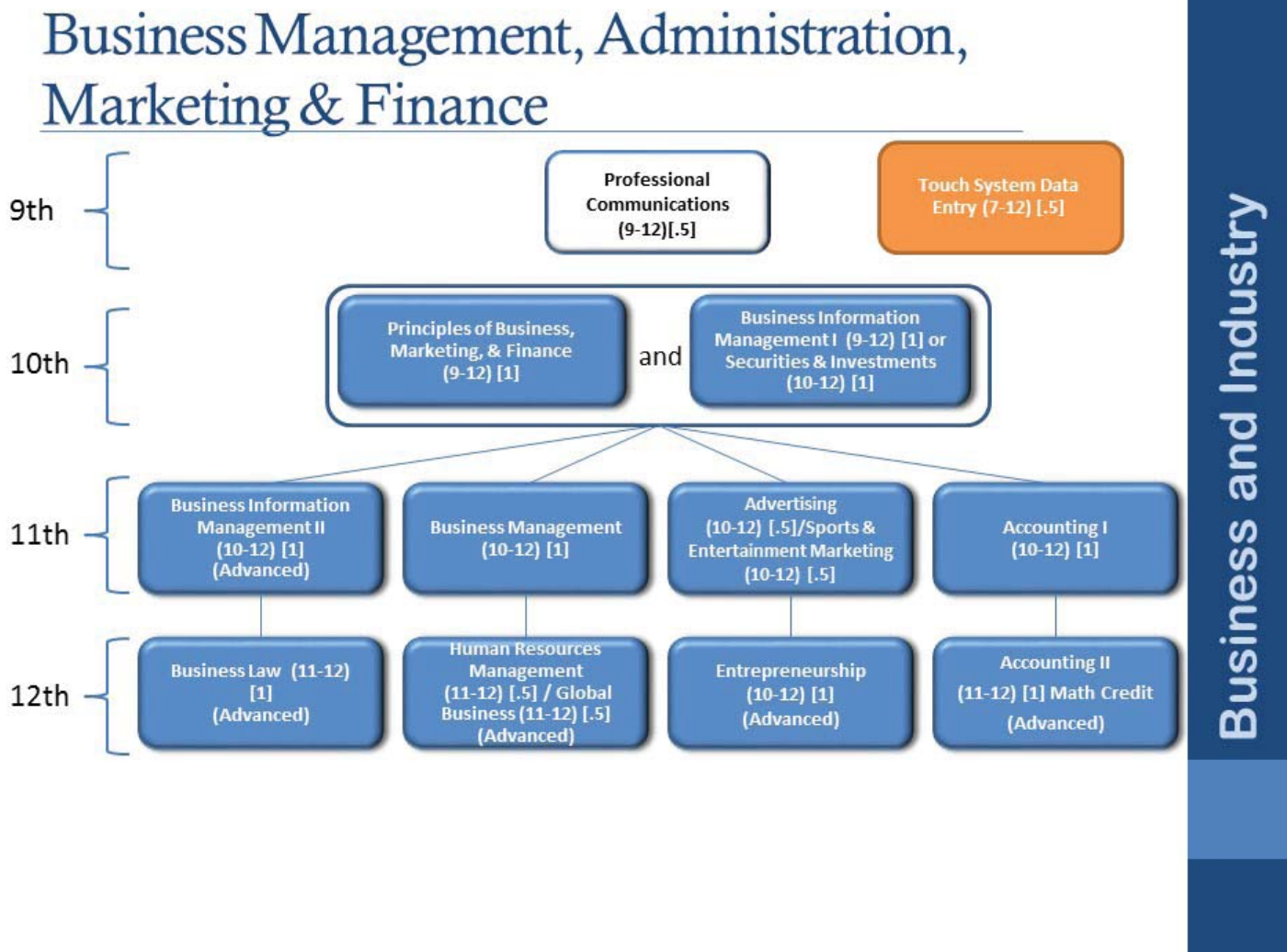
# Career Opportunities Business Management and Administration

Accountant & Auditor  
Bank Manager  
Buyer, Wholesale & Retail  
City Manager  
Claims Adjuster

Computer Programmer  
Court Reporter  
CPA (Certified Public Accountant)  
Educational Administrator  
Entrepreneur

Medical Secretary  
Management Consultant  
Real Estate Manager  
Stockbroker  
Telecommunications Specialist

# Sequences Business Management and Administration



**T2210**

## **Business Information Management I**

- ▶ **Grade Placement** ..... 9-12
- ▶ **Credits** ..... 1
- ▶ **Prerequisite**..... None

Do you want technology skills to make you competitive in the workforce? Students will learn the Microsoft Office Suite (Word, Excel, PowerPoint, and Access) and its application to high school, college, and the workplace. Students apply technical skills to create word-processing documents, develop a spreadsheet, formulate a database, and make an electronic presentation using appropriate software.

**T2220**

## **Business Information Management II**

- ▶ **Grade Placement** ..... 10-12
- ▶ **Credits** ..... 1
- ▶ **Prerequisite**..... *Business Information Management I*

Sharpen your competitive technology skills in a more advanced setting! Students will apply technical skills to address business applications of emerging technologies, create complex word-processing documents, develop sophisticated spreadsheets using charts and graphs, manage and create enhanced data reports and create an electronic presentation using appropriate multimedia software. Students are strongly encouraged to take the Microsoft Certified Application Specialist (MCAS) exams.

**T2510**

## **Principles of Business, Marketing and Finance**

- ▶ **Grade Placement** ..... 9-12
- ▶ **Credits** ..... 1
- ▶ **Prerequisite**..... None

Will you make a good business owner or team member in the corporate world? In Principles of Business, Marketing, and Finance, students gain knowledge and skills regarding economies and the private enterprise systems, the impact of global business, marketing of goods and services, advertising, and product pricing. Students analyze the sales process and financial management principles. This course allows students to reinforce, apply, and transfer academic knowledge and skills to a variety of interesting and relevant activities, problems and settings in business, marketing, and finance.

**T25503**

## **Human Resources Management**

- ▶ **Grade Placement** ..... 11-12
- ▶ **Credits** ..... 1/2
- ▶ **Prerequisite**..... None

Whom do you hire? Why would you fire an employee? Students will prepare for a rapidly evolving business environment. Students will understand the functions of human resources management including hiring, training, and compensation. Students will have a broad base of knowledge that will allow them to be successful in business.

**T2555**

## **Business Law**

- ▶ **Grade Placement ..... 11-12**
- ▶ **Credits ..... 1**
- ▶ **Prerequisite..... None**

What causes a business to fail? Business Law students will learn legal issues which effect businesses may include: business ethics, contracts, negotiable financial instruments, personal property, sales, warranties, business organizations, and real property. Students apply technical skills to address business applications of contemporary legal issues. Students incorporate a broad base of knowledge that includes the legal, managerial, marketing, financial, ethical, and international dimensions of business to make appropriate business decisions.

**T25603**

## **Global Business**

- ▶ **Grade Placement ..... 11-12**
- ▶ **Credits ..... 1/2**
- ▶ **Prerequisite..... None**

Students put their skills to work strengthening individual performance in the workplace and to help make a successful transition after high school. They apply technical skills to address global business applications of emerging technologies. Students develop a foundation in the economic, finance, technology, international relations and ethics of a business to become informed consumers, employees, and entrepreneurs.

**T2570**

## **Business Management**

- ▶ **Grade Placement ..... 10-12**
- ▶ **Credits ..... 1**
- ▶ **Prerequisite..... None**

Do you enjoy being a leader or being in charge? Students will learn to effectively plan, organize, direct, and evaluate business functions essential to efficient and productive business organizations. This class will help develop technical and interpersonal skills related to management, finance, operations, customer service management, and ethics.

**T2580**

## **Touch System Data Entry (Keyboarding)**

- ▶ **Grade Placement ..... 7-12**
- ▶ **Credits ..... 1/2**
- ▶ **Prerequisite..... None**

Students will increase their speed and accuracy while learning to type by touch. Students will learn the alphabetic, numeric, and symbol keys, as well as the ten-key pad. Students will learn to format business documents such as letters, reports, outlines, and reports.