

# BUSINESS MANAGEMENT AND FINANCE

Business Management and Finance prepares students for entry-level administrative assistant positions in businesses and government agencies. Students develop accounting, business communications, and computing skills within a structured business environment with the teacher as the employer and the students as the employees.



## Program Skills & Certifications:

- Accounting
- Authorized Microsoft testing center provides the opportunity for students to become Microsoft certified
- Advanced computer applications
- Appropriate business practices—real-life work experiences
- Effective communication
- Management training
- Correct keying techniques
- Project-based simulations and live jobs
- Plan major events—graduation and Career Fair
- Integration of Microsoft applications
- Ten-key electronic desktop calculators
- Filing
- Transcription
- Proofreading
- Business simulations
- Business management
- Time and personnel management
- Public and effective speaking
- Participation in business meetings
- Timed writings
- Professional dress
- Written and oral communication

## Software Utilized

- Microsoft Word, Excel, Access, PowerPoint, Publisher
- Keyboarding software
- Pre-certification software—SAMS
- Certiprep software

## Hardware Utilized

- Dell computers
- Digital cameras
- Photocopiers
- Fax/phone
- Printers—B&W LaserJet & Color LaserJet/InkJet

## Internships:

During their senior year, students participate in the work study program, dual enrollment, or stay at Western for a full day.

## Articulation with CCBC:

Completion of Business Management and Finance with a B or better and enrollment in office administration at CCBC, allows the student to earn as many as 23 credits.

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Content Area	9 <sup>th</sup> Grade	10 <sup>th</sup> Grade	11 <sup>th</sup> Grade	12 <sup>th</sup> Grade
English	English 9	English 10	English 11	English 12
Math	Algebra I	Algebra II	Geometry	College Readiness Math or Trig with Algebra
	Honors Algebra II	Honors Geometry	Pre Calculus or Trig/Analyt	AP Calculus I/II or College Algebra
	Honors Algebra II and Honors Geometry or G & T Geometry	Precalculus or Trig/Analyt	AP Calculus I/II or College Algebra	AP Calculus II or AP Statistics
Science	Biology	Chemistry	Physics or Earth Science	Science Elective
Social Studies	American Government	World History	US History	EPI (.5 cr)
Graduation Requirements	Introduction to Engineering & Technology Concepts (IETC) (1 cr)	Fine Arts	Health (.5 cr)	Capstone Work Experience Business Management and Finance III CWE (4 cr)
Business Classes	Principles of Business Administration and Management (1 cr)	Information Systems Management I (1 cr) Financial Management Using Software Applications(1 cr)	Information Systems Management II (1 cr) Principals of Accounting (1 cr)	
Requirements/ Electives	Physical Education	Foreign Lang. or Elective	Foreign Lang. or Elective	

See page 35 for admission criteria!