

# GUIDED PATHWAY TO YOUR SUCCESS

COLLEGE

CAREER

**A GREAT  
FINISH  
GRADUATE**

## Business Management & Analysis

### Purpose:

This program offers a sequence of courses that provides content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Business Management and Administration career cluster; The content includes but is not limited to communication skills, forms of business ownership and organizational structures, supervisory/management functions and skills, accounting concepts and practices, business law concepts, leadership skills, business ethics, governmental regulations, human resources and management issues, financial and data analysis, database development and queries, and career development.

### Course Sequence Requirements:

- Digital Information Technology
- Business and Entrepreneurial Principles
- Accounting Applications 1

### Industry Certifications:

Microsoft Office Specialist

### Career and Technical Student Organizations (CTSO):

Business Professionals of America (BPA)  
Future Business Leaders of America

### Scholarship Opportunities:

- Gold Seal Vocational Scholars (Bright Futures)
- Gold Seal CAPE Scholars (Bright Futures)

### Employment Opportunities:

- Computer Support Specialists
- Human Resources Manager
- Operations Manager

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You're almost there! Put forth every effort to prepare for your industry certification exam. Take advantage of this opportunity to build your resume for your future career. Good luck!

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Maintain at least a 3.0 GPA in your program. Remember there are several scholarship opportunities available to you once you complete this program. These opportunities can pay 75% -100% of your college tuition if you choose to pursue post-secondary education.

Be sure to participate in your Career and Technical Student Organization (CTSO). By doing so you can learn more about your program and get involved in the state and/or national learning and work-based activities/opportunities.

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Enjoy this experience. This is the beginning of what your future will be. Take advantage of all of the learning opportunities offered to you.

**A STRONG  
START**