

# Business Management

Do you want to be your own boss? Do you want to lead a team of people to success? The business management program is relevant for all career plans. The skills gained in this two-year program are transferable to all careers. Students will explore principles and practices of business and entrepreneurship including management and leadership skills, sports & entertainment management, computer applications, communication skills, career exploration, resumes and job interviews, personal finance, team building, business operations, and so much more. It is an opportunity to develop sharp business skills through individual and group projects, guest speakers, work-based learning experiences and field trips. Students also participate in the operation of “321 Perk @ The Campus Store” through a lab experience and have the potential to earn two or more industry recognized certificates when completing the program.

**High School Credit(s):** 3 credits earned in Business Management 1 (**0.5 Technology, 2.5 Elective**)  
3 credits earned in Business Management 2 (**1 Math & 2 Electives**)

**Certification(s):** Microsoft Office Specialist – Word; Microsoft Office Specialist – Excel; Microsoft Office Specialist – PowerPoint; Personal Finance

**Grades:** 10th – 12th

**Numerically Graded**

**Year Long** (each program)

## Introductory Classes to the Business Management Program

**Business Basics:** This course will prepare students for both the Accounting & Finance and Business Management Programs. Students will use various computer application programs relevant to the business world. Students will create a variety of business and marketing documents such as business cards, income statements, ads, and various marketing campaigns.

**High School Credit(s):** 0.5 credits earned towards technology or elective credits.

**Personal Finance/ Money Matters (Course #3184):** This course will teach students how to manage money to meet those future activities in his/her personal life such as saving and investing, understanding a paycheck, renting an apartment or house, purchasing a car, etc. Students learn about finance through a variety of methods including simulations and games such as a simulated stock market game as well as a Personal Finance simulation. These games, along with a variety of individual and group projects, will teach students how to balance a checkbook, invest in the stock market, create a budget, evaluate purchases and much more.

**Grades:** 9<sup>th</sup> – 11<sup>th</sup>

**Numerically Graded**

**One Semester Long** (each program)