

BUSINESS MANAGEMENT & ADMINISTRATION

OFFERED AT

Sunnyside High School
& Desert View High School

LEARN HOW TO PLAN, ORGANIZE, DIRECT, AND CONTROL THE FUNCTIONS AND PROCESSES OF A FIRM OR ORGANIZATION.

Business Management prepares students for careers or continued education in business through experience. Second year students earn three college credits and the opportunity to earn industry certifications in Microsoft Office Specialist for one or more of the following: Access, Excel, PowerPoint, and Word.



SUCCESSFUL STUDENTS

- Are well organized
- Have strong leadership skills
- Have strong speaking and writing skills
- Place a great deal of attention to detail
- Have strong computer skills

CAREER OPPORTUNITIES

- Marketing director (4)
- Accountant (4)
- Corporate trainer (4)
- Administrative assistant (2)
- Purchasing manager (2)
- Legal secretary (c)

(4) WITH A 4 YEAR DEGREE
(2) WITH A 2 YEAR DEGREE

(C) WITH A CERTIFICATE OR TRAINING

ENTERPRISING CONVENTIONAL
Interests

**ESTP
ESFJ
ISTP
INFP**
Personalities

BEST FOR

INDUSTRY CERTIFICATIONS

- Microsoft Office Certification (Excel, Word, PowerPoint)

SUBJECT	GRADE 9	GRADE 10	GRADE 11	GRADE 12
ENGLISH	<input type="checkbox"/> ENGLISH 9	<input type="checkbox"/> ENGLISH 10	<input type="checkbox"/> ENGLISH 11 <input type="checkbox"/> AP ENGLISH LANG	<input type="checkbox"/> ENGLISH 12 <input type="checkbox"/> WRT 101/102 <input type="checkbox"/> AP ENGLISH LIT
MATH	<input type="checkbox"/> ALGEBRA <input type="checkbox"/> GEOMETRY	<input type="checkbox"/> GEOMETRY <input type="checkbox"/> ALGEBRA 2	<input type="checkbox"/> ALGEBRA 2 <input type="checkbox"/> PRE CALCULUS	<input type="checkbox"/> STATISTICS <input type="checkbox"/> PRE CALCULUS <input type="checkbox"/> MATH 151 <input type="checkbox"/> CALCULUS
SCIENCE	<input type="checkbox"/> BIOLOGY	<input type="checkbox"/> PHYSICS	<input type="checkbox"/> CHEMISTRY	
SOCIAL STUDIES	<input type="checkbox"/> WORLD HISTORY		<input type="checkbox"/> U.S. HISTORY	<input type="checkbox"/> GOV/ECON
CAREER FOCUS		<input type="checkbox"/> BEG. BUSINESS MANAGEMENT	<input type="checkbox"/> ADV. BUSINESS MANAGEMENT	<input type="checkbox"/> ADVANCED APPLICATIONS IN BMAS
RELATED ELECTIVES				
OTHER	<input type="checkbox"/> HEALTHY LIVING			