

BUSINESS MANAGEMENT

PROGRAM DESCRIPTION

This program will offer the knowledge to enter the business field in an entry-level position such as filing clerk, receptionist, clerk typist, cashier, teller, hospital admitting clerk, transcribing among others.



CTE STANDARDS

SCOPE & SEQUENCE

SYLLABUS

CERTIFICATE SHEET

JOB OUTLOOK

Employment of secretaries and administrative assistants is projected to grow 2 percent from 2014—2024, about as fast as the average for all occupations. Many job openings will result from the need to replace workers who leave the occupation. Those with a combination of work experience and computer skills should have the best job prospects.

COST REQUIREMENTS

Upon Acceptance in to Program -

- AWC Tuition and books paid for by STEDY
- \$ 25.00 STEDY Enrollment fee



STEDY

[www. STEDYcte.org](http://www.STEDYcte.org)

STEDY Office

928-366-5884

stedy@stedy01.org

STUDENTS REQUIREMENTS

- ◆ English with a “C” or better
- ◆ CTED district resident
- ◆ Enrolled in High School
- ◆ Minimum GPA of 2.0
- ◆ On track with credits/courses towards graduation
- ◆ History of good attendance
- ◆ Two Year Program commitment
- ◆ Transportation is the responsibility of the student; YCAT available at no cost

Next Steps, College Majors!

(Click the logo to view)



Business Management

Grade Level: 10, 11, 12 Class: In person, online

Location: AWC Times: Vary

Year	Semester	STEDY PROGRAM	College Course	College Credit Hours per Course	Total HS Credit per Col-lege Course	Total HS Credit per CTE Course
1	1 Fall	Business Management	ACC 100 Introduction to Accounting	3	0.5	1
			BUA 100 Survey of Business	3	0.5	
1	2 Spring	Business Management	CIS 105 Introduction to Business Information Systems	3	0.5	1
			BUA 109 Principles to Human Relations	3	0.5	
2	1 Fall	Business Management II	CIS 121 Spreadsheet	3	0.5	1.5
			BUA 110 Business Application Concepts	3	0.5	
			MGT 250 Personal Supervision	3	0.5	
2	2 Spring	Business Management II	BUA 210 Customer Service Management	3	0.5	1.5
			BUA 290 Business Communications	3	0.5	
			CIS 131 Database	3	0.5	
Total Credits				30	5	
				College	High School	

Recommended High School courses:

- Algebra
- Psychology
- Sociology
- Current Events
- Government
- Economics
- You and the Law
- Foreign Language