

BUSINESS MANAMENET

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
- ◆ YCAT Provided or transportation is the responsibility of the

Next Steps, College Majors!



Business Management Year I

YEAR ONE Grade Level: 10, 11 Course Length: semesters
 Location: AWC CIP: 52.0201.10
 Credit: 3-4 credit AWC course = .5 High school elective credit / 5 credit

FALL	ACC 100	Introduction to Accounting	3 Credit
	BUA 100	Survey of Business	3 Credit
SPRING	CIS 105	Introduction to Business Information Systems	3 Credit
	BUA 109	Principles to Human Relations	3 Credit

Business Management Year II

YEAR TWO Grade Level: 11, 12 Course Length: semesters
 Location: AWC CIP: 52.0201.20
 Credit: 3-4 credit AWC course = .5 High school elective credit / 5 credit

FALL	CIS 121	Spreadsheet	3 Credit
	BUA 110	Business Application Concepts	3 Credit
	MGT 250	Personal Supervision	3 Credit
SPRING	BUA 210	Customer Service Management	3 Credit
	BUA 290	Business Communications	3 Credit
	CIS 131	Database	3 Credit

Total 30 Credits