



BUSINESS MANAGEMENT

A STEDY Certificate Program



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.

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.

| Facilitator | Leader | Developer |



CREDITS ISSUED BY HIGH SCHOOL

- * High school credits are awarded each semester.
- * Dual enrollment credits - please speak with your high school CTE counselor.

STUDENT REQUIREMENTS

- * History of good attendance
- * Minimum GPA of 2.0
- * Strong interest in career pathway
- * Excellent study skills and the ability to work independently
- * Transportation is the responsibility of the student



COST REQUIREMENTS

Upon Acceptance into Program -
 AWC Tuition and books paid for
 by STEDY
 *\$25.00 STEDY registration fee

PROGRAM REQUIREMENTS

CTED district resident
 Required Documents:
 Copy of birth certificate
 Copy of unofficial high school transcript
 Proof of immunization
 Copy of a utility bill

*Accuplacer reading test may be required, available at no charge through:

Contact Us for More Information:

STEDY Office
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