



*Do you enjoy being a leader, organizing people, planning activities for others and talking with people? Do you like carrying through with an idea and seeing an end product? Are you interested in a fast-paced job leading to management? If the answer to these questions is “yes,” this may be the career path for you.*

## Career and Technical Education: Business Management and Administration

Course Name	Credits	Grade Levels	Prerequisites
Principles of Business, Marketing and Finance	.5	9-12	None
Business Information Management I	1	9-12	None
Business Information Management II	1	10-12	BCIS I or BIM I
Global Business	.5	10-12	None
Virtual Business	.5	10-12	None
Business Management	1	10-12	None
Business Law	.5	11-12	None
Career Preparation I/II Co-op	3	11-12	None

### Principles of Business, Marketing and Finance

**PEIMS:** 13011200

**Grade Placement:** 9-12

**Prerequisite:** None

**Credit:** .5

**Site:** BHS, SHS, CTHS

This is an introductory course where students will gain knowledge and skills in economies and private enterprise systems, the impact of global business, marketing of goods and services, advertising, and product pricing. Students analyze the sales process and financial management principles.

### Business Information Management I

**PEIMS:** 13011400

**Grade Placement:** 9-12

**Prerequisite:** None

**Credit:** 1

**Site:** BHS, SHS, CTHS

Business Information Management develops technology skills with applications to personal or business situations focusing on: word processing, spreadsheets, data bases, telecommunication, desktop publishing, presentation management, networking, operating systems and emerging technologies; and develops intermediate-level skills. The Microsoft IC3 Examination is possible upon successful completion of this course.

### Business Information Management II

**PEIMS:** 13011500

**Grade Placement:** 10-12

**Prerequisite:** Business Information Management I  
or BCIS

**Credit:** 1

**Site:** BHS, SHS, CTHS

BIM II provides advanced technology skills required in the business environment; includes workplace technology standards in applications of word processing, spreadsheets, data bases, telecommunications, desktop publishing, presentation management, networking, operating systems, and emerging technologies, and develops advanced level skills. The Microsoft Office Specialist Examinations in Word, Excel, and Power Point are possible upon successful completion of this course.

### Global Business

**PEIMS:** 13011800

**Grade Placement:** 10-12

**Prerequisite:** None

**Credit:** .5

**Site:** BHS, SHS, CTHS

In this course students apply technical skills to address global business applications of emerging technologies. Students develop a foundation in the economical, financial, technology, international, social, and ethical aspects of business to become competent consumers, employees, and entrepreneurs.

**Virtual Business****PEIMS:** 13012000**Grade Placement:** 10-12**Prerequisite:** None**Credit:** .5**Site:** BHS, SHS, CTHS

This course will provide students with the ability to identify steps needed to locate customers, set fees, and develop client contracts. Student will be able to provide administrative, creative, and technical services using advanced technological modes of communication and data delivery.

**Business Management****PEIMS:** 13012100**Grade Placement:** 10-12**Prerequisite:** None**Credit:** 1**Site:** BHS, SHS, CTHS

This course will allow students to analyze the primary functions of management and leadership, which are planning, organizing, staffing, directing or leading, and controlling. Students will develop a foundation in the economical, financial, technological, international, social, and ethical aspects of business to become competent managers, employees, and entrepreneurs.

**Business Law****PEIMS:** 13011700**Grade Placement:** 11-12**Prerequisite:** None**Credit:** .5**Site:** BHS, SHS

Students will analyze the social responsibility of business and industry regarding the significant issues relating to the legal environment, business ethics, torts, contracts, negotiable financial instruments, personal property, sales, warranties, business organizations, concept of agency and employment, and real property.

**Career Preparation I****PEIMS:** 12701300**Grade Placement:** 11-12**Prerequisite:** None**Credit:** 3**Site:** BHS, SHS**Career Preparation II****PEIMS:** 12701400**Grade Placement:** 12**Prerequisite:** Career Prep I**Credit:** 3**Site:** BHS, SHS

This course is a work-based instructional arrangement, which develops essential knowledge and skills through classroom, technical knowledge and on-the-job internships in any approved career-tech specific training area. Internship placement must be teacher approved and fall within the guidelines and requirements in order for students to qualify for enrollment in this program.