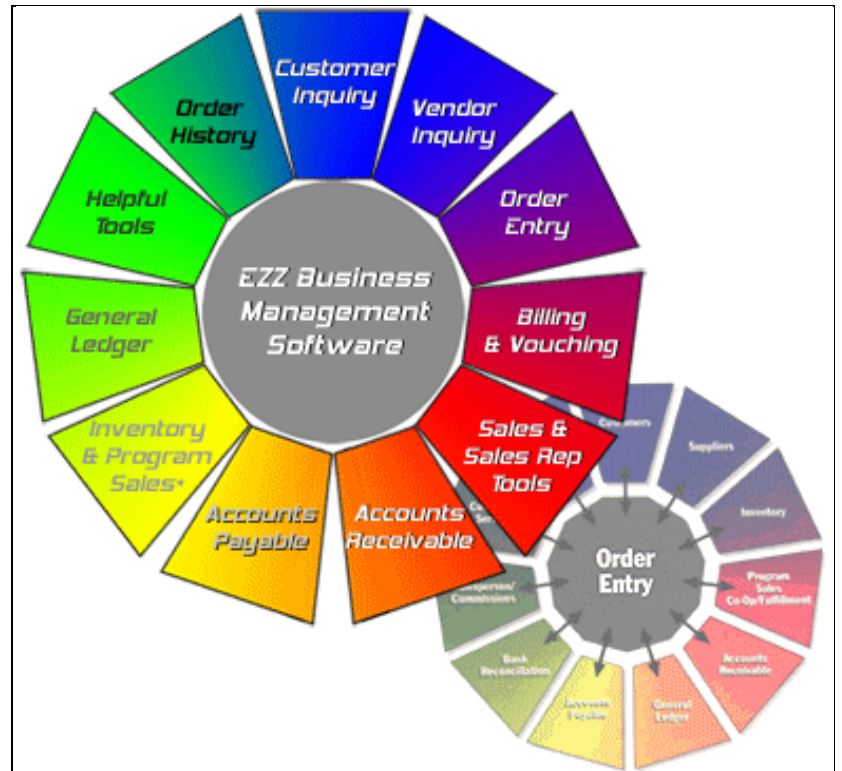


# *Business Management & Administration*



*Academy of Careers & Technologies would like to introduce you into an exciting introduction in the career of business. Have you ever been interested in starting your own business, as well as managing it?*

*Get the education and knowledge that you deserve. Learn professionalism, and great ethics for your career field. You will have the opportunity to prepare for a future in succeeding in business and its related fields.*

# ***WE ACCEPT STUDENTS FROM ALL DISTRICTS***

## ***Qualifications***

*Students who desire to apply must see their counselor. To be considered for admission at Academy of Careers and Technologies students must:*

- have a grade point average of "C " (75 or higher) in core subjects*
- be successful in completing the eighth*
- be satisfactory in conduct and attendance, and*
- students must have an interest in this field of study*
- completed questionnaire*
- Passing TAKS scores*

## ***Application***

*Applications are currently available. Applications are due by June 15<sup>th</sup>. All applicants will be informed of their application status including acceptance or non-acceptance between June 28<sup>th</sup> –July 9<sup>th</sup>. Students interested in applying after this deadline may do so, and those applications will be considered as space is available.*

## ***Certifications in Business Management & Administration***

*Microsoft Office Specialist*

*Coding Associates*

*Office Proficiency Assessment*

## ***Related Career Fields***

*Entrepreneur    Accounting*

*Office Systems Technology*

*Health Information Management*

*Administration and Management*

*International Business and Trade*

## *Courses for Business Management Students*



### *Grade 9*

- *English I*
- *Algebra I*
- *Biology*
- *World Geography*
- *Physical Education*
- *Business Information Management I*
- *Principles of Business, Marketing and Finance*
- *Career Preparation I*

### *Grade 10*

- *English II*
- *Geometry*
- *IPC*
- *World History*
- *Foreign Language I*
- *Business Information Management II*
- *Fine Art*
- *Professional Communication/Touch System*
- *Data Entry*

### *Grade 11*

- *English III*
- *Math Models w/Application*
- *Chemistry*
- *U.S History*
- *Foreign Language II*
- *Business Law*
- *Business Management*
- *Virtual Business*

### *Grade 12*

- *English IV*
- *Algebra II*
- *Government/Economics*
- *Global Business*
- *Practicum in Business Management*

*Academy of Careers and Technologies is an equal opportunity educational institution that complies with the law. The school will provide educational services to any eligible adolescent within its geographical boundaries, and in accordance with its charter, without regard to race, ethnicity, citizen status, national origin, ancestry, gender, sexual orientation, age, religion, physical or mental disability, or any other factor protected by law.*