



# **Business Administration & Support Academy**

## **Quick Facts**



Students completing this pathway will earn a **graduation cord** after **passing all pathway courses, earning a score of proficiency (70 or higher) on the State Final Exam, and earning a score of Silver or better on the WorkKeys test.** *Certification, Career Exploration, and Career-Technical Student Organization* opportunities will be available to students.

***Join FBLA – Future Business Leaders of America!***

***Join DECA – Distributive Education Clubs of America!***

**Prepares** emerging leaders and entrepreneurs in high schools!



### **Required Courses to Complete this Academy:**

**BM105X0 Microsoft Word & PowerPoint Honors-** Students will create simple and complex documents; enhance, customize, publish and deliver presentations using the latest version of Microsoft Word & PowerPoint. English Language Arts are strengthened.

**BF105X0 Principles of Business and Finance Honors -** Students will examine business topics related to business, finance, management, and marketing in the global economy. English Language Arts, Social Studies, and Mathematics are strengthened.

**ME115X0 Entrepreneurship I Honors (Prerequisite: Principles of Business & Finance) -** Students will evaluate the concepts of going into business for themselves and working for or operating a small business. Students develop components of a business plan and evaluate startup requirements. English Language Arts and Social Studies are strengthened.

**BA105X0 Accounting 1 Honors -** Students will interpret the basic principles of the accounting cycle by analyzing and recording business transactions; preparation and interpretation of financial statements, accounting systems, banking and payroll activities, basic types of business ownership, and an accounting career orientation. Mathematics is strengthened.

## Business Administration & Support Academy continued...

### MU815X0 Virtual Enterprise Honors – (Prerequisite: Entrepreneurship 1) Ideal for Juniors or Seniors



**\*See Business Instructor of this Pathway for an application & further instructions.**

In this **two-credit year-long course** a ***simulated business is set up and operated by students*** with the guidance of a teacher/facilitator and a business partner. ***Virtual Enterprises I allows students to experience all facets of being an employee in a firm in an actual business environment. Students are involved in every aspect of running a business, including human resources, accounting, product development, production, distribution, marketing and sales, and they engage in trade with other practice firms (VEs) around the world.*** This simulation enables students to understand how employees, workgroup teams, and departments interact with each other and work together for the goal of the company. In addition, the simulation conveys the expectations of the workplace.

**Students engage in various business activities throughout the year, which create *authentic applied learning opportunities through hands-on applications, problem solving, and written and oral communications.*** In addition, students learn about a variety of careers associated with business, acquire global economic knowledge, and use technology as applied in business. Participation in national and international trade fairs as well as the local and national business plan competitions are key components of the VE program that actualize the world of work, communications, technology and global business. English Language Arts, Mathematics, and Social Studies are reinforced.



**Career & Technical Education – CSB STEM  
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