

# Business Management & Finance Cluster



## Business Administrative Services Program

### PROGRAM OF STUDY OVERVIEW:

Students begin the Business Administrative Services Program with two foundation courses, which are taken at the home schools: Principles of Business Management and Entrepreneurship and Principles of Accounting and Finance. In the Business Administrative Services pathway students learn how to effectively utilize technology in the analysis, and communication of ideas, and the management, organization, and examination of information for strategic business decision making.



Entrance Grades	Principles of Business Management & Entrepreneurship <i>(taken at home school)</i> 1 Credit	Principles of Accounting & Finance <i>(taken at home school)</i> 1 Credit	Office Systems Management I 1 Credit	Office Systems Management II 1 Credit <b>COMPLETER</b>	Work Study (optional)
<b>9<sup>th</sup> Grade Entrance</b> (By 8th Grade Application)	Fall Freshman	Spring Freshman	Fall Sophomore	Spring Sophomore	Spring Junior or Senior
<b>10<sup>th</sup> Grade Entrance</b>	Fall Sophomore	Spring Sophomore	Fall Junior	Spring Junior	Senior
<b>11<sup>th</sup> Grade Entrance</b>	Fall Junior	Spring Junior	Fall Senior	Spring Senior	Senior PM

### IN THIS PROGRAM

Students will study business practices, information systems, and computer applications. They will develop advanced skills using Microsoft's leading business desktop software. Students will be expected to think analytically, manipulate information, and use the computer as a productivity tool through integrated application programs. The Business Administrative Services Program recommends that students take advantage of work study, mentorship, internship, and job shadowing opportunities. Students will also benefit from involvement in the national professional organization Future Business Leaders of America (FBLA).

### COURSE SEQUENCE

- Principles of Business Management & Entrepreneurship (A)
- Principles of Accounting & Finance (A)
- Office Systems Management I
- Office Systems Management II

(A) articulates college credit

For course descriptions, please see the WCPS Course Catalog @ <https://www.worcesterk12.com/>

### STUDENT ORGANIZATIONS



### CERTIFICATION

Microsoft Office Specialist  
(Microsoft Office Word and Excel)

### EARLY COLLEGE CREDIT PARTNERS



USA Today declares Business as most popular college major. Almost all colleges offer degrees in Business.

