

# Business Management and Administration

## Business management skills are needed in almost all career choices.

A strong understanding of business computer applications, business information management, skills for working in a business environment, and managing business documentation and projects are all important skills for entering business careers.

Imagine Edgenuity® offers courses designed to prepare students for a variety of careers in business. Students have access to a broad set of courses, including course sequence options mapped to national career pathways and the knowledge and skills addressed by industry-recognized certification exams.



Entry level salary range:  
**\$33,450 - \$96,940\*\***

Recent research shows that participation in a high quality CTE program boosts the probability of on-time graduation from high school by 7 to 10 percentage points.<sup>1</sup>



Career Pathways	Business Information	General Management	Administrative Support
<b>Introductory Course</b>	<input type="checkbox"/> Introduction to Business		
<b>Concentrator Courses</b>	<input type="checkbox"/> Technology and Business <input type="checkbox"/> Introduction to Computer Science <input type="checkbox"/> Business Computer Information Systems <input type="checkbox"/> Keyboarding and Applications*		
	<input type="checkbox"/> Financial Math	<input type="checkbox"/> Business Law* <input type="checkbox"/> Small Business Entrepreneurship <input type="checkbox"/> Introduction to Consumer Services* <input type="checkbox"/> Careers in Marketing Research** <input type="checkbox"/> International Business: Global Commerce in the 21st Century*eDL <input type="checkbox"/> Computer Applications: Microsoft Office® 2019 (General Elective)	
<b>Completer Course</b>	<input type="checkbox"/> Microsoft® Office® Specialist		
<b>Certification Exams</b>	NOCTI® Business Information	NOCTI® General Management	MOS Exam 77-725: Word 2016 MOS Exam 77-727: Excel 2016 MOS Exam 77-729: PowerPoint 2016 MOS Exam 77-730: Access 2016 MOS Exam 77-782: Outlook 2016

## Rigorous, engaging, career-relevant course design

Imagine Edgenuity CTE courses introduce students to industries and careers focused on managing businesses and business administration responsibilities while providing opportunities for students to deepen their understanding of the course material by applying academic and technical skills to real-world tasks and learning experiences. Course content focuses on objectives directly related to relevant certification exams and incorporates current technologies and practices.



The career focus provides students with a sense of direction that motivates students to stay in school and succeed. Imagine Edgenuity's CTE courses prepare students for work in these industries by helping them gain critical leadership, communication, teamwork, problem-solving, and interpersonal skills needed to succeed in the world beyond high school. By providing a clear context for learning, Imagine Edgenuity ignites student interest and helps students make informed decisions about their future.

### IMAGINE EDGENUITY'S BUSINESS MANAGEMENT COURSE FEATURES INCLUDE:

- Career-relevant hands-on projects
- Engaging direct-instruction videos
- Performance rubrics and exemplars to aid in instructor grading
- Contextual vocabulary support to help students with terms and phrases

Learn more at: [imaginelearning.com/CTE](https://www.imaginelearning.com/CTE)

\*\*US Bureau of Labor Statistics

\*semester course

eDL Imagine Edgenuity offers a suite of eDynamic Learning electives on a subscription basis, allowing students to pursue a large range of interests in language arts, creative arts, STEM, and CTE. These electives are priced separately by enrollment.

<sup>1</sup> Dougherty, S. (2018). The Effect of Career and Technical Education on Human Capital Accumulation: Causal Evidence from Massachusetts. Education Finance and Policy 13(2), 119-148.