

## Program Overview

In the 2014-2015 school year, Southeastern School implemented a Career Technical Education (CTE) Business Management and Administration (BMA) Program. Program coursework prepares students for entry into the business world:

- Business & Consumer Mathematics
- Business & Legal Concepts
- Business Communications
- Business Essentials
- Business Software Applications I
- Business Software Applications II
- CTE Lab in BMA
- Customer Service & Sales
- Foundations of Business Leadership

Students have the opportunity to participate in Future Business Leaders of America (FBLA) and may demonstrate Career Readiness by certifying as a Microsoft Office Specialist (MOS). Our Business program offers many opportunities for students. Resumes can be enhanced with Career Readiness Indicators and Program Concentrator or Completer Seals. This helps to set the student apart from the masses and increase the likelihood of employment.

*"Today's cutting-edge, rigorous and relevant career and technical education (CTE) prepares youth and adults for a wide range of high-wage, high-skill, high-demand careers."  
(www.acteonline.org)*

## Exiting the Program

As students reach the end of their high school career, graduation becomes the all-important focus. It is time to celebrate all the hard work they have accomplished over the last 13 years. Alabama's CTE programs and educators are dedicated to preparing students for life after high school and career success. Certificates of completion are awarded to CTE program completers and awards are presented to high-achieving Commerce and Information Technology students.

After students graduate, CTE teachers submit Placement Reports to the Alabama State Department of Education. The Placement Report includes documentation of program completion and successful transition to postsecondary education or advanced training, employment, and/or military service.

## Southeastern School

Mrs. Amy Gunn  
Business Management & Administration  
18770 State Hwy 75  
Remlap, AL 35133  
Phone: 205-681-3964

<https://www.southeasternmustangs.com/>  
<https://agunn04.wixsite.com/shs-business>

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**Southeastern School**  
Business Management & Administration Program

**Mrs. Amy Gunn**  
CTE Business Teacher



*Bringing your future*

*one step closer*

*one class at a time.*

## Entering the Program

**“What classes should I take?”** This question enters the minds of middle and high school students as they begin to have options with their electives. The high school guidance department serves a vital role in helping students make these decisions. Students undergo assessments with the career coaches and high school counselors to develop a 4-year plan for their high school career. A great resource for this process is the Alabama Career Information Network found at <http://alcareerinfo.org/kuder.html>.

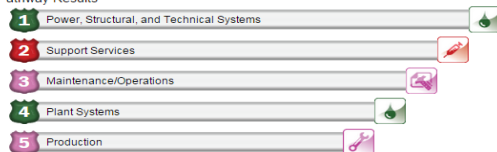


The Alabama Career Planning System provides education and career planning resources to help students build a successful future. With the Alabama Career Planning System students can plan for education and prepare for careers by learning about their interests, skills, and work values and exploring their options using a variety of interactive assessment tools.

### Kuder® Career Interests Assessment

Date Completed: 5/12/2015

Pathway Results



Students can print a One Page Summary Report (sample shown above) after completing a Career Interests Assessment. Highest interests are matched with careers each student may enjoy. High school students are also given the opportunity to learn more about their options as they are immersed in several career centered programs. Career related field trips available to students include visiting the Blount County Career Technical Center and the Blount County Center of Technology and Career Expo.

## Program Participation

**“What will we do in this program?”**  
Here is a sample of course details.

### 9<sup>th</sup> Grade: Foundations of Business Leadership:

This course focuses on the exploration of leadership and management to determine the impact of management practices on business and industry.

### 10<sup>th</sup> Grade: Business Software Applications I:

This course emphasizes the skills required to create, edit, and publish industry-appropriate documents. Instruction includes integration of word processing, desktop publishing, spreadsheets, database management, presentation software, and other emerging technologies.

### 11<sup>th</sup> and 12<sup>th</sup> Grade Courses:

#### Business Communications:

This course emphasizes oral, written, and digital communication techniques, and content is designed to encourage exploration of business ethics, teamwork, conflict resolution, and leadership skills.

#### Business Essentials:

This course provides an overview of business skills required for today's business world. Emphasis is placed on skills needed for success in the workplace, managing resources to achieve company goals, and the impact of financial decisions on a business.

#### Business Software Applications II:

This course focuses on advanced word processing, spreadsheet, and database management skills using current and emerging integrated technology.

#### CTE Lab in BMA:

This extended lab experience allows students to enhance the essential and intermediate skills learned through program courses and prepare for industry credentialing.

**Other courses open to 9<sup>th</sup> – 12<sup>th</sup> grade are available.**



Participation in Future Business Leaders of America serves as a means to enhance classroom instruction while helping students develop leadership abilities, expand workplace-readiness skills, and broaden opportunities for personal and professional growth.

## Prove your skills and CERTIFY!

Students have the opportunity to demonstrate their skills by earning industry recognized certifications: Microsoft Office Specialist (MOS) Associate or Expert

## Completion of the Program

**“How do I finish the program?”** In any CTE program, there are two rankings earned by students signifying completion of program content.



CTE *Concentrators* are students who earn two educational credits in a sequenced career and technical education program of study.

*More than 70 percent of secondary CTE concentrators pursued postsecondary education shortly after high school.*

[https://www.acteonline.org/cte/#.VaXbM\\_IViko](https://www.acteonline.org/cte/#.VaXbM_IViko)

CTE *Completers* are students who earn at least one *additional* credit in a career and technical education program of study.



## Career Readiness Indicators

Career Readiness Indicators (CRIs) are credentials/certifications made available to all students enrolled in a program where career and technical skill proficiencies align with industry-recognized standards.

### How do students earn a CRI?

Certify in 2 Microsoft Office Specialist (MOS) Associate Applications  
(Outlook, PowerPoint, Word, Excel)

OR

Certify in 1 MOS Expert Application  
(Word Expert, Excel Expert, Access Expert)

