

The business management pathway is wide open to both men and women. This is just the beginning of a lifetime of exciting opportunities that a business career offers. The ability to use a computer to access and create information is a vital skill in today's business world. Business courses that teach word processing, spreadsheet database management, and Internet skills can help students get a higher level position with a better salary in their future careers and help students be more successful in college. As knowledge, training, and experience grow, there will be many career choices available ...from office assistant to CEO.



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Central High School  
10200 E. Brookside Drive  
City of Central, LA 70818  
225-261-3438

## Learning That Works

Business Management

Central High School



Career and Technical Education

## The Business Management Program

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The Central High School Business Management Program involves teaching students the fundamentals, theories, and processes of business and prepares students to become responsible citizens, capable of making the astute economic decisions that will benefit their personal and professional lives. Students are introduced to the basics of personal finance, accounting, the decision-making techniques needed to be wise consumers, the economic principles of an increasingly international marketplace, and the processes by which businesses operate. In addition business courses help students develop knowledge in time management, organizational skills, and goal setting. The skills introduced in the business management pathway will help students be successful in their future college and career endeavors. Regardless of the area a student chooses to study, business and technology knowledge will be needed.

### Qualifications

Someone who is looking for a career in business should have:

- good oral and written communication skills,
- strong problem solving skills,
- the ability to work with (and lead) a team,
- strong analytical skills,
- creative innovation to find alternative answers to problems,
- an intense drive to succeed, and
- related work experience.

Business professionals must be able to articulate ideas and plans in many different ways - on paper, online, and in person.



### Reasons to be a CNA

**Projected Job Growth:** Employment in business related careers is projected to grow 13 percent from 2012 to 2022, about as fast as the average for all occupations. In general, employment growth is expected to be closely tied to the health of the overall economy. As the economy grows, these workers will continue to be needed.

**Annual Median Salary:** \$35, 330—\$76,950 per year depending on the level of education and the type of business related career.

**Certification:** Certiport is the world leader in performance-based certification exams and practice test solutions for academic institutions, workforce and corporate technology markets. At Central High School, students have the opportunity to earn Microsoft Office Specialist (MOS) certification which is the leading IT certification in the world.

In **academia**, MOS promotes success in the classroom for students and prepares students for an increasingly competitive workforce.

For **business**, MOS maximizes office productivity and efficiency for the organization and increases job satisfaction and heightens career achievement among employees.

In **workforce development**, MOS prepares and places job candidates, ensuring they possess the skills employers require.