

Academy of Business

Career Cluster: Business, Management & Administration

Program Strand: Business Supervision and Management

Students who choose a career in Business Supervision and Management use problem-solving and administrative skills to perform a wide range of activities, including: planning, organizing, directing, and controlling a company's activities.

Secondary Career Academy Development Timetable Academy classes are listed in bold type.

Pre-Academy Grades 6 – 8	Grade 9	Grade 10	Grade 11	Grade 12	
6 th grade—Middle Moves 7 th grade—Career Preparation Requirement 8 th grade—Transition Tools MJJ Vocational Wheel 1 BU 800020012 Semester Courses: Business Keyboarding 820011011 ¹ Comp App in Bus 1 820022011 ¹ Comp App in Bus 2 820021011 ¹ Comp App in Bus 3 820021111 ² Comp App in Bus 4 820021211 ² Bus Lead Skills 820012001 ² ¹ Recommended for 7 th grade ² Recommended for 8 th grade	English I	English II	English III	English IV	
	Algebra or higher	Geometry or higher	Algebra II or higher	Pre-calculus or Other Mathematics Course	
	Earth & Space Science or Biology	Biology or Chemistry	Chemistry or Physics or Physical Science	Science Elective or Other Elective	
	World History	Elective	American History	American Government / Economics	
	9 th Grade Transition	Foreign Language	Foreign Language	Foreign Language	
		<i>Computing for College and Careers 820902001 or Intro. to IT 820731001 or Key and Bus Skills 820032011 and Comp and Bus Skills 820033011</i>	<i>Business and Entrepreneurial Principles 821512001(H)</i>	<i>Legal Aspects of Business 821513001 (H)</i>	<i>Business Supervision 1 821514001</i>
	Elective	Elective	Elective	Elective	
	Elective	Elective	Elective	Elective	

Suggested Electives:

- Students may in their Junior or Senior year opt to participate in the Career Experience Opportunity (CEO) internship program using the following course numbers: Workplace Essentials – 83003101A (Honors .5) and CEO internship – 0500330CE (Honors .5).
- Students may complete more than one program within the Academy of Business providing courses are offered at the school site.
- In addition, students can choose to enroll in Digital Design 1, Digital Design 2, and Business Cooperative Education classes to enhance their marketability.

To find a Miami-Dade County Public High School with this Program Strand, please link to http://ssr.dadeschools.net/acad_tally_schls.pdf.

Internship Opportunities	Student Organizations / Clubs	Earn Upon Completion
<ul style="list-style-type: none"> • Internship • Cooperative Education • Job Shadowing • School-Based Enterprise • Service Learning • Dual Enrollment • Portal to CEO 	<ul style="list-style-type: none"> • Future Business Leaders of America (FBLA) • Student Chamber of Commerce 	<ul style="list-style-type: none"> • Industry Title & FLDOE OCP's correlated to the individual areas. • For more information on the Florida Department of Education Bright Futures Scholarship Programs: Florida Academic Scholars Award (FAS), Florida Medallion Scholars Award (FMS), and Florida Gold Seal Vocational Scholars Award (GSV) please contact a guidance counselor or visit: http://www.floridastudentfinancialaid.org/ssfad/factsheets/BF.htm. • For more information about TECH PREP Articulation Agreements with local colleges, please contact your guidance counselor.

POSTSECONDARY OPTIONS

Certification Programs	Community College (A.A./A.S.) or Proprietary Programs	Four-Year College and University Programs
<ul style="list-style-type: none"> • Microsoft Office Specialist: Word • Miami Lakes Educational Center 	<ul style="list-style-type: none"> • Business Supervision Management • Accounting • Business Administration • Small Business Entrepreneur • Retail Management • Supply Train Management • Miami Dade College • Miami Dade College-Honors 	<ul style="list-style-type: none"> • Marketing and Distribution • Business Administration • Economics • Business Administration and Management • Finance <p>Florida International University DeVry University</p>

CAREER OPTIONS

Entry Level	After Post-Secondary Education
<ul style="list-style-type: none"> • General Office Clerk • Office Manager • Independent Business Owner • Customer Service Assistant 	<ul style="list-style-type: none"> • Executive Assistant • Independent Business Owner • Financial Manager • Management Consultants • Advertising, Marketing, and Human Resources Managers