

BUSINESS MANAGEMENT & ADMINISTRATION PROGRAM

PROFESSIONAL CERTIFICATION

The **Business Management & Administration program** prepares high school students for careers in the field of business management and administration. Rigorous instruction is provided to equip students with knowledge and skills for college and career readiness. Extended learning experiences to enrich and enhance instruction is reinforced through learner participation in career and technical student organizations (FBLA). This program offers professional certification as an Adobe Certified Associate (ACA) and Microsoft Office Specialist (MOS).

Future Business Leaders of America (FBLA) ensures students have the skills they need to succeed in college and in a career. Gadsden City High School's FBLA chapter helps students develop the leadership skills and business knowledge they need to excel in any career. Students will prepare for college and careers through a variety of leadership, community service, and academic activities.

FBLA Membership Benefits:

- Discounts
- Scholarships
- Publications
- Awards and recognition programs

Business Management & Administration Courses Offered:

- Career Preparedness (*Required Course in 9th Grade*)
- Business Technology Applications
- Advanced Business Technology Applications
- **Prerequisite Course**
- Management Principles
- Multimedia Design
- Multimedia Publications
- Senior Career Pathway Project-Business Management & Administration



Why get certified...



Our Business Management & Administration Program offers certification in Adobe using Photoshop and Illustrator and Microsoft Office using Word, Excel and PowerPoint.



CERTIFIED ASSOCIATE

Entry-Level Position:

Graphic Designer w/Adobe Certified Associate
***\$39,646 average salary**
(With only a high school diploma)

Adobe Certified Expert

***\$71,000 average salary**

**Source: wwwSimplyHired.com*

The **Adobe Certified Associate (ACA)** certification is Adobe's entry-level digital design credential. An **ACA** certificate validates that an individual has the basic skills to plan, design, build and maintain effective communications using a specific form of digital media. A learning plan featuring Adobe ACA certification(s) can help prepare candidates for a range of creative careers, such as **graphic designer** or **web developer**.



Average Salary for Microsoft Office Specialist:

****\$62,849**

***Source: www.itcareerfinder.com*



Demonstrate that you have the skills needed to get the most out of Office by earning a **Microsoft Office Specialist (MOS)** certification in a specific Office program. Holding a **MOS certification** can earn an **entry-level** business employee as much as **\$16,000 more** in annual salary than uncertified peers.

MOS certifications help qualify you for a variety of positions including:

- Office Manager
- Executive Assistant
- Administrative Assistant
- IT Support Technician
- SharePoint Specialist
- Database Specialist
- Workbook Developer

