

Kingsley Person Community School
Administrative Assistant/Secretarial
Career Cluster: Business Management

Subject	High School				WTIICC – Business Management	
	Freshman Year	Sophomore Year	Junior Year			Senior Year
			Fall	Spring	Fall	Spring
Math	Algebra I (is required for graduation) Students must select to additional math courses					
English	English I, English II, English III, English IV					
Science	Students must select 6 science credits.					
Humanities Social Sciences	Students must select 6 science credits, Modern Problems would be a suggested class.					
Foreign Language	Spanish I	Spanish II	Optional but encouraged.			
Electives	Health and Physical Education					
Career Specialty	Word Processing I Word Processing II Computer Applications I Computer Applications II Accounting					
Program Total.....					64	

WTIICC – Business Management

SDV 108	The College Experience.....	1
BUS 102	Introduction to Business.....	3
MKT 110	Principles of Marketing.....	3
MGT 170	Human Resource Management.....	3
MAT 772	Applied Math.....	3
SPC 112	Public Speaking.....	3
ADM 154	Business Communication.....	3
BUS 185	Business Law I.....	3
ACC 131	Principles of Accounting I.....	4
ECN 120	Principles of Macroeconomics.....	3
MGT 200	Managing Diversity.....	3
MGT 101	Principles of Management.....	3
MGT 147	Leadership Development.....	3
BUS 150	E-Commerce.....	3
ACC 132	Principles of Accounting II.....	4
PHI 105	Introduction to Ethics	3
BUS 124	Business Innovation.....	3
BUS 130	Introduction to Entrepreneurship.....	3
FIN 130	Principles of Finance.....	3
HCM 239	Customer Service.....	2
MGT 938	On-the-Job Training OR	
MGT 975	Service Learning.....	1
PSY 102	Human & Work Relations.....	3