



Business Administration Program of Study

Proficiencies Needed to be Successful in Business Administration:

Math:

Modeling

- Using numerical phenomena or quantities to model a situation.
- Use statistics to model situations involving data.
- Interpret the results of applying the model in the context of the situation.

Number and Quantity

- Compute fluently with multi-digit numbers and find common factors and multiples.

Algebra

- Solve real-life and mathematical problems using numerical and algebraic expressions and equations.

English Language Arts:

Reading

- Determine a central idea of a text and analyze its development over the course of the text, including its relationship to supporting ideas; provide an objective summary of the text.
- Analyze how text makes connections among and distinctions between individuals, ideas and events.

Writing

- Use technology, including the Internet, to produce and publish writing and present the relationships between information and ideas efficiently as well as to interact and collaborate with others.

Speaking and Listening

- Demonstrate independence in gathering vocabulary knowledge when considering a word or phrase important to comprehension or expression.

Education and Career Pathways out of Business Administration:

Post-Secondary Education:

Recent graduates have been accepted at many two and four year colleges, including:

- University of Vermont
- University of Kansas
- Vermont Technical College
- Champlain College
- Nichols College
- Southern New Hampshire University
- Plymouth State University
- Castleton University
- Northern Vermont University - Johnson
- Thomas College
- Norwich University
- Community College of Vermont

Employability:

All jobs require business skills! Possible career pathways for Business Administration students include:

- Accounting
- Banking
- Education
- Finance
- Health Care Administration and Nursing
- Human Resources
- Marketing Manager
- Meeting or Event Planner
- Office Administrator
- Real Estate
- Sales Manager
- Sports Management
- And more!

Apprenticeships or Cooperative Education:

Students have the opportunity to complete Job Shadows, Career Work Experiences, Cooperative Technical Education (unpaid or paid) and Student Apprenticeships.

Certifications:

- Conover® Workplace Readiness Certification
- CPR/AED and First Aid Certifications
- OSHA 10-Hour General Industry Certification
- WorkKeys National Career Readiness Certification (NCRC)