

## ENROLL IN BUSINESS TODAY

Several TUSD high schools offer Business programs.

Talk with your counselor and CTE teacher to determine what high school courses you need to take. You may earn Pima Community College credits for these courses as well.

Find more information about Business programs at:

<http://pima.edu>  
<http://uofa.edu>  
<http://asu.edu>  
<http://nau.edu>



### CAREER AND TECHNICAL EDUCATION

Lee Instructional Resource Center  
2025 E. Winsett  
Tucson, Arizona 85719  
Phone: 520-225-4652  
Fax: 520-225-4873

### CAREER AND TECHNICAL EDUCATION

## BUSINESS MANAGEMENT & ADMINISTRATIVE SERVICES

ENTREPRENEURSHIP  
TECHNOLOGY APPLICATIONS FOR BUSINESS  
PUBLICATIONS FOR BUSINESS  
COOPERATIVE BUSINESS EXPERIENCE

*Tucson Unified School District*



**Tel: (520) 225-4652**

## TUSD'S BUSINESS PROGRAMS

**Entrepreneurship** is designed to prepare students for careers in business by developing self confidence, positive work attitudes, and general employment skills while expanding their knowledge of basic business concepts and procedures. This course includes instruction in applied research, business communications, principles of business law, public relations, information management, meeting planning and office supervisory skills.

**Technology Applications for Business** introduces students to integrated computer software applications as they apply to the technical support functions related to the operation of a business and buying and selling of goods and services.

**Publications for Business** provides students with a look at the business world from a publishing perspective.

All of these Business courses utilize challenging, interactive virtual workplace simulations that give students a chance to apply their academic and soft skills in a real world setting. Students see themselves develop the problem solving and critical thinking skills most in demand by employers today as they work through projects.



## BUSINESS MANAGEMENT & ADMINISTRATIVE SERVICE'S STUDENT ORGANIZATIONS

### Future Business Leaders of America (FBLA)

is a dynamic organization of young people preparing for success as leaders in business, government and the community. The mission of the organization is to bring business and education together in a positive working relationship through innovative leadership development programs. FBLA chapters meet at their local schools to prepare for competition and build team unity.



**DECA** is a state and national organization for students interested in careers in marketing, management and entrepreneurship. Activities for DECA members at the local, state and national levels combine with the instructional business or marketing course to provide students with practical, hands-on experiences. Through participation in DECA activities, students gain greater skills in marketing and management and increased self-confidence.

Membership in FBLA and DECA is open to all high school students enrolled in Career and Technical Education classes. Visit the FBLA website at [www.fbla-pbl.org](http://www.fbla-pbl.org) or the DECA website at [www.deca.org](http://www.deca.org) for more information.

### Cooperative Business Experience

provides students with the opportunity to work in the business world during their senior year. Training is provided through a supervised work program where students function as paid employees in a community office setting for an average of 15 hours per week and receive two elective credits: one for the related class and one for the work experience. Assistance is provided to help the student become employed in a local business. Jobs in computer technology, accounting, banking, medical support, data entry, clerical and other business career fields are available. Classroom instruction includes career development, life management, technology and leadership skills.

### CAREER OPPORTUNITIES IN BUSINESS

Administrative Assistant or Specialist  
Medical Office Administrative Support  
Computer Applications Specialist  
Records Management, Business Administration  
Computer and Information Systems Manager  
Computer Operator  
Small Business Owner

Business Manager  
Operations Manager  
Corporate Executive  
Human Resources Specialist  
Financial Planner  
Marketing Specialist  
Software Engineer  
Graphic Artist

Aeronautic Analyst



Source: *Occupational Outlook Handbook*, ONET, <http://stats.bls.gov/oco/home.htm>, Bureau of Labor Statistics, U.S. Department of Labor.