

General Business, Management, and Administration pathway focuses on careers that plan, organize, direct, and evaluate all or part of a business organization through the allocation and use of financial, human, and material resources.

Sample occupations include:

- Administrative Services Manager
- Billing Manager
- Business and Development Manager
- Contract Administrator
- Credit Manager
- Director
- Entrepreneur
- Franchisee
- General Manager
- Meeting and Convention Planner
- Office Manager
- Payroll Manager
- Project Manager
- Sports and Entertainment Manager

BUSINESS, MANAGEMENT, & ADMINISTRATION

Hueytown High School



JOIN OUR PROGRAM TODAY!

JOIN US

CONTACT US

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STUDENT ORGANIZATION: FBLA

Alabama FBLA-PBL is a nonprofit student organization committed to preparing today's students for success in business leadership. With over 70 years of developing future business leaders, Alabama FBLA-PBL develops members' leadership potential and business content knowledge, preparing them for college and career. FBLA is an important partner in the success of school-to-work programs, business education curriculums, and student leadership development.



Receive important updates and reminders to keep your chapter on track. To begin receiving reminders, please text the keyword @bamafbla to 81010 to join the Alabama FBLA Remind.

FBLA SUPPORTS MARCH OF DIMES



March of Dimes fights for the health of all moms and babies:

- Advocating for policies to protect them
- Working to radically improve the health care they receive
- Pioneering research to find solutions
- Empowering families with the knowledge & tools to have healthier pregnancies
- Uniting communities, we're building a brighter future for us all



BMA COURSE SELECTIONS

This program is for students who are interested in pursuing careers in business administration and management. Courses provide an overview of career opportunities, which are available in every sector of the economy and requires specific skills in organization, time management, customer service, communication, and effective use of technology.

BUSINESS TECHNOLOGY APPLICATIONS

Business Technology Applications is a one-credit foundation course designed to assist students in developing technological proficiencies in word processing, spreadsheets, databases, presentations, communications, Internet use, ethics, and careers using technology applications. Simulations and projects promoting teamwork, leadership, and workplace skills offer further opportunities for application of knowledge and skills.

ADV BUSINESS TECH APPLICATIONS

Advanced Business Technology Applications is a one-credit course that provides students with project-based applications of concepts learned in BTA or Business Essentials. Personal computing and business skills are integrated throughout the course as students use a variety of software applications to produce and prepare documents for publication and learn how to select appropriate software for generating information. A major emphasis is placed on guiding students through real-world experiences to aid in the school-to-career transition.

SENIOR PATHWAY - READY TO WORK

Training is provided at no cost to the participant, but requires an investment of time, and willingness to learning new skills. Individuals who successfully complete the Ready to Work program are more prepared to become productive employees. Participants receive training in soft skills that will improve employee retention, time management, problem solving skills, critical thinking techniques, and much more.

BMA ELECTIVE COURSES

WORKFORCE ESSENTIALS

Workforce Essentials is a one-credit course that provides students with higher-level academic and occupational skills that are transferable across jobs and occupational areas. Emphasis is placed on academic foundations for careers, applied technology, career development and employment, entrepreneurship and business economics, social and ethical responsibility, leadership, and teamwork, safety and health, and technical knowledge and skills. Students build on prior knowledge, strengths, interests, and needs that enhance preparation for future employment and continuing education and training.

COOPERATIVE EDUCATION

Work-Based Learning provides students with educational opportunities that typically cannot be replicated in the classroom. Work-based experiences are designed to connect information learned in the classroom with skills obtained in an occupational setting as an apprentice or intern. Work-based learning promotes improved skills, higher efficiency and the availability of a better-trained labor pool that encourages business growth and productivity. Well-managed work-based learning experiences build confidence in the school system and have benefits for the student, employer, mentor, school, and community.

