The Business Administration and Management Academy prepares students for careers as leaders in domestic and international commerce. The Academy equips students with valuable skills in finance, entrepreneurship, visioning, problem-solving, and productivity. Students learn how to manage workers, lead companies in a global society, and utilize industry-relevant software.

Students in the Business Administration and Management Academy have the opportunity to earn Microsoft Office Specialist certification. Microsoft Office Specialist (MOS) certifications are the only globally-recognized credentials that validate technical expertise in the Microsoft Office Suite. Microsoft Office Specialists are able to tap into the full features and functionality of Microsoft Office, resulting in increased job candidate marketability, improved academic performance, and enhanced confidence and productivity in the workplace.

**COURSE REQUIREMENTS**

- Software Applications by Design
- Entrepreneurship & Business Management
- Accounting
- IB Business & Management
- Internship College Institute