

Business Administration

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Business Administration students are people who want to develop the business professionals lurking within them. This program leads students through all aspects of the business world, from accounting and personal finance to marketing and professional communications. Students develop their own business skills through individual and group projects, cooperative education placements, and guest lectures from industry professionals. Business Administration students stay active by participating in Future Business Leaders of America (FBLA), earning up to nine different college credits, building a professional business and communications portfolio, and earning five different industry recognized credentials.

Career Technical Student Organization: Future Business Leaders of America (FBLA)

Articulation Agreements: Northern Vermont University - Johnson;
Keene State College

Concurrent Enrollment for College Credit:

River Valley Community College:
Introduction to Computer Applications, 3 credits;
Introduction to Business, 3 credits;
Accounting I, 3 credits.

Industry Certifications:

AED/CPR and First Aid; CareerSafe OSHA Certification;
Personal Finance Certification; and Conover® Workplace Readiness.



Embedded High School Credit: English

Units of Study:

LEVEL I

- Accounting (college course)
- Employability Development
- Introduction to Computer Applications (college course)
- Communications
- Digital Assessment Tool (DAT)
- Leadership/FBLA
- Introduction to Entrepreneurship
- Sports and Entertainment Management
- Retail Management
- OSHA Certification - CareerSafe
- Social Media and Marketing

LEVEL II

- Career Research Project
- Communications
- Cooperative Education/Internship Placements
- Digital Assessment Tool
- Financial Literacy - Personal Finance SIMS
- Human Resource Management
- Introduction to Business
- Retail Management
- Leadership/FBLA
- OSHA Certification
- CPR and First Aid
- Integrated Business Projects