



The **Business, Management & Administration** career cluster is offered at all CCSD comprehensive high schools.

The courses include:

- Business and Personal Law
- Introduction to Business
- Advanced Study-Business
- Computer Applications I
- Computer Applications II
- Computer Applications III
- Computerized Crafts
- Computerized Publishing
- Introductory Computer Concepts (Semester Course)
- Word Processing I
- Word Processing II

Specialized courses are offered at the following:

Advanced Technologies Academy (ATA)

- Computer-Based Projects
- Computerized Business Applications II
- Computer Business Applications III
- Computer Fundamentals

Area Technical Trade Center (ATTC)

- Customer Service Technology I
- Customer Service Technology II

Clark High School

- Business Computer Applications
- Computer Fundamentals
- Entrepreneurial Business Concepts (Semester Course)
- Issues in Management (Semester Course)

Desert Pines High School

- 21st Century Communication
- Computer Applications for AOIT

Foothill

Computerized Business Applications II
YES, Inc.

Southern Nevada Vocational Technical Center (SNVTC)

Communications Academy Portfolio
Introduction to Business Technology (Semester Course)
Office Technology I
Office Technology II

Post-secondary Options

CCSN, [Division of Business](#)
CCSN, [Business Administration](#)

Great Basin College, [Business Administration](#)
Great Basin College, [Office Technology](#)

Nevada State College, [Business Administration](#)

Truckee Meadows Community College, [Business Studies](#)

UNLV, [College of Business](#)

UNR, [College of Business Administration](#)

Industry Certification

[Microsoft Office Specialist](#)