

ACADEMY OF BUSINESS & FINANCE

Get a competitive edge in the business world by earning your MOS (Microsoft Office Specialist) Certification in Word, Excel, Access, PowerPoint and Outlook. Successful students have the potential to earn college credit through this program of study.

Curriculum highlights

Junior Year—Business Core

- Accounting
- Business Communications
- Business Law
- Business Math
- Career Development
- Economics
- International Business
- Management
- Marketing
- Professional Effectiveness
- Technology



Senior Year—Specialize in Management or Financial Services

Potential Earnings*

Accountant & Auditor:	\$33,320–\$ 88,610
Financial Manager:	\$59,490–\$178,250
Financial Analyst:	\$37,580–\$113,490
Insurance Sales Agent:	\$23,170–\$108,800
Loan Officer:	\$27,580–\$98,280
Securities, Commodities & Financial Services Sales Agent:	\$40,750–\$131,290

*Occupational Outlook Handbook, U.S. Department of Labor, Bureau of Labor Statistics, 2006-07

Career Opportunities

- Accounting
- Banking Systems
- Finance
- Financial Planning
- Money and the market
- Insurance
- Investments
- Risk Management

ADVANTAGES!

Career Center Academic Options	Articulation/ College Credit	Professional Certification
English 11 & 12 Geometry Algebra II Statistics Pre-Calculus Anatomy & Physiology Biology Chemistry Environmental Science Principles of Technology American History U.S. Government Economics Psychology Sociology	Columbus State Community College Ohio University –Lancaster <i>Many colleges will accept certifications as class waivers.</i>	MOS Certification -Excel -Word -PowerPoint -Outlook -Access
	Scholarship Opportunities	College Connections
	go to www.DelawareAreaCC.org for current information	DeVry University Columbus State Community College

For more information, contact Instructor: davisj@DelawareAreaCC.org
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QUESTIONS? Call us at 740.548.0708 or 363.1993
FOR MORE INFORMATION, visit us at www.DelawareAreaCC.org