

BUSINESS

Instructor: Mrs. Campbell

Principles of Business Management & Entrepreneurship prepares students with a clear understanding of the characteristics, the organization, and the operations of business.

Principles of Finance & Accounting provides students with knowledge necessary to manage and maintain a company's financial resources in daily operating decisions.

Office Systems Management I & II provides students with a study of basic business practices, information systems, and computer applications. They will become proficient in Microsoft Office 2013 programs such as Word, Excel, PowerPoint, and Access. At the end of the program, students will have the opportunity to take the Microsoft Office Specialist exam to become nationally certified in Microsoft Word and Excel.

The Business Program prepares students to go into jobs in the business world. This would include jobs such as Accountant, Accounting Clerk, Bookkeeper, Collections, Cashier, Office Clerk, Receptionist, Secretary, Typist, Word Processor, Data Entry, Shipping/ Receiving, and Traffic Clerk.

An articulation agreement is in place with Wor-Wic Community College where students may earn up to 9 credits after completing 2 years in the high school program with a "B" average.

