



BUSINESS EDUCATION COURSE DESCRIPTIONS

Keyboarding:

Do you want to type faster? Finish essays and projects quicker? In Keyboarding, you will learn to touch type, format various documents that you will use academically and professionally, and learn the basic features in Microsoft Word.



Introduction to Business:

This course fulfills the Economic Credit to Graduate (ask counselor). Do you want to learn how to balance checking accounts, invest in the Stock Market, or learn what it takes to buy a car? This class will help you graduate and learn the basic financial skills to live a prosperous life.

Business Law:

Do you want to be a lawyer? This entry level class will introduce you to the legal system of the U.S. and will provide students with the opportunity to study historical law cases that center around the business sector of the United States.

Accounting:

Ever wonder what McDonalds, Apple, and Nike do with their \$\$\$? Accounting will teach you the fundamental principles of keeping financial records for a company. Learn how to prepare worksheets and financial statements. You can also earn free college credit!



Marketing:

Marketing is the process of teaching consumers why they should choose your product or service over your competitors. In this class, you will find out what it takes to market a product or service in today's fast-paced business environment. This class will focus on basic marketing concepts, consumer buyer behavior, market research, and product development using real-world examples.

Computer Concepts:

Prepare yourself for your future! Whether you decide on college or to enter the business world after graduation, Computer Concepts will teach you the applications needed to succeed. Learn PowerPoint, Word, Excel, Access, and Publisher. Earn college credit and have the opportunity to earn Microsoft certification for PowerPoint.



Computer Applications – Data Processing:

Prepare yourself for college or work by learning Microsoft Excel and Access! These applications are needed for many career fields including business, math, science, and psychology. You can earn free college credit from this class as well as earn Microsoft Office Specialist certifications. This class has a prerequisite of Computer Concepts.



Computer Applications – Information Processing:

With the increase in technology use in school and jobs, everyone needs to be comfortable using Microsoft Word to create documents. You will learn how to create flyers, resumes, reports, mail merge, and a variety of other documents needed for any college major or career. In this class, you can earn the Microsoft Office Specialist certification in Word and Word Expert. You can also earn free college credit! This class has a prerequisite of Computer Concepts.

Entrepreneurship:

Do you love the TV show Shark Tank? Do you want to be the next Bill Gates or Oprah? Do you want to own your own business? In this class, you will have the opportunity to create your own business through brainstorming business ideas, marketing your idea, managing expenses and writing a business plan.



ICE (Work Program):

One class/Two full Credits!!!!!! Learn interviewing skills, create a professional Resume, and learn how to do your own taxes. This class will teach the fundamental skills required in the workplace and you earn money while getting real world experience working in entry level jobs in the area.