

BUSINESS DEPARTMENT

Business Management

Intro to Business and Marketing

Prepare for the business world by examining basic principles of business, marketing, finance, leadership, ethical and social responsibilities, and careers.

Accounting I

Develop skills to analyze business transactions, journalize, post, and prepare statements.

Designed for students who want to be business owners or work in finance.

Business Management

Develop skills in planning, organizing, leading and controlling functions required for the production and delivery of goods and services.

Business Communications

Students will learn skills in multiple methods of communications, including social media, as well as electronic publishing, design, layout, composition, and video conferencing.



Accounting

Intro to Business and Marketing

Prepare for the business world by examining basic principles of business, marketing, finance, leadership, ethical and social responsibilities, and careers.

Accounting 1

Analyze business transactions, journalize, post, and prepare statements. Designed for students who want to be business owners or work in finance.

Accounting 2

Advanced study of concepts, principles, and techniques used by business to maintain financial records. Prepares students for postsecondary study.



Office Management

Computer Applications

Students will learn skills keyboarding, Microsoft Word, Excel, Access and PowerPoint.

Business Communications

Learn skills in methods of communications, including social media, as well as electronic publishing, design, layout, composition, and video conferencing.

Business Management

Develop skills in planning, organizing, leading and controlling functions required for the production and delivery of goods and services.

Advanced Computer Applications

Prepares students for industry certification in Microsoft Office Suite. Simulates the workplace in communications, operations, management and teamwork.

