

## **Computer Applications:**

Obtain the computer foundation you need for future education and careers. Learn how to use spreadsheet, presentation, word processing, & database software (Microsoft Office Suite).

## **E-Commerce & Web Design:**

Study web aesthetics and intuitive interface design; learn HTML fundamentals; design web pages.

## **Multi-Media Bus. Presentations:**

Utilize current technology, scanners, digital cameras, to develop production projects.



Management, Finance, Accounting, or Business Law lead you on the road to business and personal success.

**Computer Graphics Business I and II:** Using In-Design, Photoshop, & Illustrator, tools that are dominant in the design industry, sharpen your design layout skills by creating posters, advertisements, logos, and brochures. Understand client input and explore graphic design careers.

**Principles of Marketing**—analyze and apply the marketing processes; develop hands-on projects utilizing the marketing principles

**Sales & Advertising**—develop ethical sales techniques; study advertising principles; design advertising campaign on a product/service.

Career Development will assist in preparation for a job or college—create your Portfolio for use beyond high school. Explore your personal strengths & choose a career that you will enjoy.

**Students interested in DECA, the above classes are recommended**

## **Business Technical Communications**

- Sharpen communication skills used in the business world
- write a negative business letter in a positive tone
- earn English or Business credit

Enroll in a WORK PROGRAM as a Jr. or Sr.

### **BENEFITS:**

- Paycheck
- 3 school credits
- Teamwork, problem solving, & communication skills
- Higher earning potential after graduation



Enroll in:

**MWE:** Marketing Work Experience (Jr./Sr.)

**BWE:** Business Work Experience (Sr.)

**AWE:** Alternative Cooperative Education Wk. Exp (Jr. Sr.)

Stop in Business Dept. Office, Rm. 404 or call 613-5276 if you have questions.

**Not sure? Try an Intro. to Business course to identify your talents.**

**CISCO: Learn fundamentals of building and managing computer data networks. Prepare students for CISCO Certification!**



Business Courses are delivered with the following software programs using cutting-edge, industry-current hardware and software:

### **Microsoft**

- Word 2003
- Excel 2003
- Access 2003
- PowerPoint 2003
- Publisher 2003

### **Adobe**

- In-Design CS
- Illustrator CS
- Photoshop CS

### **Macromedia**

- Dreamweaver MX2004
- Flash MX 2004
- Fireworks MX 2004
- Freehand MX 2004
- Premier
- Go Live
- After Effects

### **Other**

- Virtual Business Management
- Virtual Business Retailing
- QuickBooks
- Automated Accounting 7.0