

BUSINESS, MARKETING AND FINANCE



Courses offered:

- Principles of Business, Marketing and Finance
- Touch System Data Entry
- Human Resource Management
- Business Information Management I
- Business Information Management II

Business Management and Administration is where students dive into the world of how businesses operate. We examine not only how they work, but also the systems they use to make them run more effectively. Students work together to master working with all Microsoft Office Applications so students will be able to excel further either into college or running your own business. Come join the Business Education Department

Certifications available for Microsoft Office Specialist (MOS) in Microsoft Office Word, Microsoft Office Excel, Microsoft Office PowerPoint, and Microsoft Office Access