BUSINESS, MANAGEMENT AND ADMINISTRATION   Year Course
10th, 11th, 12th
VPAA Credit
This course is designed to train students for the "real world of business" and/or the college-bound student entering a business curriculum. Advanced computer programs are covered by extensive hands-on computer usage. The major portion of the course is dedicated to the following computer programs: word processing, spreadsheets, database management, desktop publishing, and presentations. A variety of other activities will be covered such as employability skills, career exploration, business planning and case studies, communication skills, ethics, leadership, project management, and international business. Students will have an opportunity to join DECA, a student organization focused on marketing, finance, hospitality, and management that promotes competition in these areas. Davenport University articulation is available.