

# BUSINESS EDUCATION

## COURSE CHOICES FOR EACH GRADE LEVEL

<b>9</b>	<ul style="list-style-type: none"> <li>• Intro. to Business and Technology Concepts (3000)</li> <li>• Keyboarding I (3247 sem. 1 or 3248 sem. 2)</li> <li>• Computer Concepts I (2<sup>nd</sup> sem. only) (3246)</li> </ul>
<b>10</b>	<ul style="list-style-type: none"> <li>• Intro. to Business and Technology Concepts (3000)</li> <li>• Keyboarding I (3247 or 3248)</li> <li>• Computer Concepts I (3236 or 3246)</li> <li>• Accounting (3223)</li> <li>• Consumer Education (3117 or 3118)</li> <li>• Intro. to Business Management (3244)</li> <li>• Intro. to Marketing (3225)</li> </ul>
<b>11</b>	<ul style="list-style-type: none"> <li>• Keyboarding I (3247 or 3248)</li> <li>• Accounting (3223)</li> <li>• Advanced Accounting (3351)</li> <li>• Info. Technologies - Word / Advanced Word (3237 or 3238)</li> <li>• Info. Technologies - Excel / Access (3239 or 3240)</li> <li>• Info. Technologies - PowerPoint / Publisher (3243 or 3245)</li> <li>• Info. Technologies - Multimedia (3391 or 3392) (Internet/Web/Photoshop/Animation/Video)</li> <li>• Business Law &amp; Ownership (3241)</li> <li>• Business Management (3242)</li> <li>• Consumer Education (3117 or 3118)</li> <li>• Marketing I &amp; II (3227 &amp; 3228)</li> </ul>
<b>12</b>	<ul style="list-style-type: none"> <li>• Keyboarding I (3247 or 3248)</li> <li>• Accounting (3223)</li> <li>• Advanced Accounting (3351)</li> <li>• Info. Technologies - Word / Advanced Word (3237 or 3238)</li> <li>• Info. Technologies - Excel / Access (3239 or 3240)</li> <li>• Info. Technologies - PowerPoint / Publisher (3243 or 3245)</li> <li>• Info. Technologies - Multimedia (3391 or 3392) (Internet/Web/Photoshop/Animation/Video)</li> <li>• Business Law &amp; Ownership (3241)</li> <li>• Business Management (3242)</li> <li>• Marketing I &amp; II (3227 &amp; 3228)</li> <li>• Consumer Education (3117 or 3118)</li> <li>• Business Technologies / Office Procedures (3355)</li> <li>• Office Occupations Co-op (Application process) (3371 &amp; 3373)</li> <li>• Marketing Co-op (Application process) (3361 &amp; 3363)</li> </ul>

