



# BUSINESS APPLICATIONS & TECHNOLOGY

This program prepares students to plan, manage, supervise, and market business operations, products, and services. This includes instruction in business administration, information management, human resource management, business law, ethics, business communications utilizing applications software, preparing and delivering presentations, planning and organizing projects, and in decision making in a business environment.

## COURSE CONTENT



- > Earn college credit
- > Compete in BPA
- > Obtain certification from NOCTI in Business Management
- > Earn English credit in BAT II
- > Participate in Junior Achievement Program

## EMPLOYMENT SKILLS FOR THE FUTURE



## SPECIAL CLASS FEATURES

Online learning experience

Microsoft Office Suite

Multimedia and presentation software

Career planning and preparation

Business communication skills

Human resource management

Administration office procedures

Work place ethics

Law and regulations

