

Freshman Course Suggestions

Word Applications/ Keyboarding

- Learn how to Type
- Learn how to use Microsoft 2007 products
- Learn how to create and format documents (MLA Reports)

Homeroom Keyboarding

- Same as Word Applications/Keyboarding only during homeroom

General Business

- Fullfills Consumer Education graduation requirement
- Start learning about Financial Literacy
- Is the Business Enviornment right for you?

Career Planning

- Start preparing for your future today
- Explore possible career options

Computer Applications

- Learn Word, PowerPoint, Excel, and Internet Research
- Learn Publisher

Information Management

- Learn Excel, create spreadsheets and budgets
- Create databases, charts, graphs, and tables