

ELECTIVE

Sign up for **BUSINESS
MANAGEMENT &
TECHNOLOGY**



Are you looking for the
PERFECT elective
to take next year?

Students will learn the essential skills
to be successful in high school,
college, and beyond AND will fulfill
the Visual, Performing or Applied
Arts Graduation Requirement.

BUSINESS MANAGEMENT AND TECHNOLOGY topics include:

Business Ownership, Marketing, Career Planning, Finding a Job, Resumes, Taxes, Checking Accounts, Saving, Paying for College, Types of Credit, Managing Credit, Investing, Insurance, Budgeting, Identity Theft, Office 365, Microsoft Word, Microsoft Excel, Microsoft PowerPoint, and Microsoft Outlook (Email).