

Business Management - The goal of Business and Technology CTE Program is to provide the basic foundation to prepare students for college or the workforce. Students will have the opportunity to use the most popular software available in college classrooms and business offices today. By enrolling in business and technology courses, students will have the opportunity to acquire a background in these areas prior to college enrollment or a career in business. Knowledge of business and technology is essential for today's world and tomorrow's future.

Introduction to Business (BUS-101) -Grade 9

BUS-101 Introduction to Business -Credits: 1

This course will provide the business student with a solid foundation that they need to succeed in today's competitive business world. It will include the following topics: the business environment, including global business; business trends, including forming a business and franchises; management; human resources, including motivating and satisfying employees; marketing; business strategy, including accounting and decision making, and e-business; and finance.

- Computer Applications (CIS-100) -Grade 9

LCCC - CIS-100 Basic Computer Skills -Credits: 1

This course is intended for students whose familiarity with computers and computer applications is limited. The student will learn basic Windows operating system concepts and commands, management of files and folders on computers and USB drives, use of the Internet (for research, e-mail, and college classes), word processing with Microsoft Word, creating a presentation using Microsoft PowerPoint, and an introduction to spreadsheets with Microsoft Excel.

- Programming/ Web Design (CIS-108) -Grade 9

LCCC - CIS-108 Introduction to Computer and Programming Concepts -Credits: 1

Principles of computing associated with electronic information processing and its utilization are presented. Hardware and software, input-output techniques, storage techniques, data communications, internet, web design, networking concepts and introduction to object-oriented programming are studied to acquaint students with the latest methods used to accumulate process, store and interpret data. Topics in databases, computer ethics, privacy and security, current events, systems analysis and programming will also be covered.

- Business Communication (BUS-209) -Grade 10

LCCC-BUS 209 Business Communication -Credits:1

Developing skill in clear, persuasive writing; style and correct work is supplemented by practical exercise in composing credit, collection, adjustment, inquiry and sales letters; students prepare job applications and a brief report.

- Principles of Marketing (Bus-201) -Grade 10

LCCC - BUS-201 Principles of Marketing I -Credits: 1

The scope and significance of marketing; the markets for consumer and industrial goods; the wholesaling and retailing of consumer goods; the marketing of agricultural and industrial goods and the marketing policies and practices of business firms.

- Microsoft Certification -Grade 10

This course will teach what is necessary to pass an exam in a specific Office program to earn a Microsoft Office Specialist certification. Being certified as a Microsoft Office Specialist demonstrates you have the skills needed to get the most out of Office.

- Principles of Accounting (ACC-111) -Grade 11

LCCC - ACC-111 Principles of Accounting I -Credits: 1

This course presents the accounting cycle covering both service and merchandising activities of a sole proprietorship. It also analyzes a business transaction from a journal entry through the preparation of the financial statements (income statement, statement of owner equity, and the balance sheet) to closing journal entries. This course includes but is not limited to, perpetual inventory, accounts and notes receivable, and accounting for plant and intangible assets

- Principles of Accounting II (ACC-112) -Grade 11

LCCC - ACC-112 Principles of Accounting II -Credits: 1

The principles of accounting are continued from Principles of Accounting I with the major emphasis on accounting as related to corporations and manufacturing concerns. Topics include manufacturing systems and controls, liabilities, bonds, corporation equity, statement of cash flows and financial statement analysis.

- Human Resource Management (HRM-110) -Grade 11

LCCC - HRM-110 Human Resource Management -Credits: 1

The course forefronts the people aspects of a managerial position in the hospitality industry. It provides an understanding on how to find and hire the right people; then develop, train, supervise and motivate those individuals. The laws governing the hospitality workplace are explained to help protect the business entity from legal disputes while ensuring that employees and customers rights are also protected. The importance of developing employee standards of performance and quality are emphasized along with administering various competitive employee benefit and compensation programs existent in the hospitality industry.

- Business Law (BUS-261) -Grade 12

LCCC - BUS-261 Business Law I -Credits: 1

The fundamental principles of commercial law with emphasis on laws of society, contracts, bailments, personal property; cases relating to topics of discussion will be utilized to give application to the basic principles.

- Internships -Grade 12

LCCC - BUS-299 Business Internship -Credits: 1

Students will be placed in selected Businesses to perform internships designed to give students the opportunity to make practical application of their course work in a business setting.