

Photos



Bradford Area High School

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**BRADFORD AREA
HIGH SCHOOL**

*Business
Department*

Bradford Area
High School

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Computer Electives

Microtype & Computer Applications I –In these computer classes you will become proficient in creating slideshows, formatting letters, memos, reports, resumes, newsletters, tables, and charts. By completion of the course, students will be making advanced presentations with pictures, music, and even video clips. Microtype is for students who type less than 30 WPM. Computer Applications I is for students who type greater than 30 WPM.

Computer Applications II – Further enhance your computer skills by using a variety of programs including Publisher, Photo Editor, and Word. If you want to work on projects such as the Homecoming Program, a brochure or newsletter, Students will use digital cameras, scanners, and various software applications to create a variety of business documents.

Computer Applications III – This course provides students with advanced Internet skills and techniques as well as a major emphasis on beginning Web page design. Software will be used to create, format, illustrate, design and edit Web pages. The class focuses on web page planning, basic design, layout and construction, and setup and maintenance of a web site.

Computer Applications IV – This is an advanced computer course for students wishing to become proficient in Microsoft Excel and Access. Students will learn how to design electronic spreadsheets. Application problems relate to everyday business and financial needs. Students will know how to create a database, work with forms, tables, reports & queries, and maintain relational databases.1



Business Electives

If your future plans involve anything with business these electives are for you. Majors including Accounting, Marketing, or Business Management require you to take these types of courses.

Do you like the idea of being your own boss and owning your own business? Are you interested in math and money? Accounting might be the class for you!

Accounting I

***Accounting II (Scholar)**

***Special Topics in Accounting (Scholar)**

Micro Accounting I (F)

Micro Accounting II (S)



Business Electives cont.



Business Training

Business Applications

Law and You I (F)

Law and You II (S)

Office Procedures



