

The following are dual credit courses that are available to 9-12 graders.

By offering these courses in your high school as dual credit students will develop valuable Microsoft office skills while completing courses that ladder into several programs at NTC. They will gain a better understanding of the various business opportunities available to them.

Introduction to Business 10-102-124 (now offered as dual credit to 9-12)

Introduces students to the evolution of business and entrepreneurship. Students analyze global, ethical and legal environments of business, explore the human side of business and examine the functional approach to information technology, marketing, human resource management, operations management and finance.

Office 2016 Level 1 10-103-240

Introduces students to Microsoft Office applications (Word, Excel, and PowerPoint) through hands-on learning activities. Students develop foundational skills by applying concepts explored to create relevant real-world work examples.

Office 2016 Level 2 10-103-246

Introduces learners to intermediate level skills that build on the basics to expand Word skills as they learn special text effects, mail merging and tools essential to long documents.

Word Applications 10-106-142

Builds on basic skills of Microsoft Word. Students will incorporate intermediate and advanced Microsoft Word tools with The Gregg Reference Manual style guide to design, create and modify letters, multipage documents, tables, memos, faxes and the integration of other business documentation.

If you are interested in offering any of these courses as dual credit please feel free to contact Tracy Ravn K-12 Pathways Director at 715-803-1782, or Ravn@ntc.edu