

COLLEGE TECH PREP

Administrative Office Technology

AOT prepares students for a business major in college with a curriculum focused on communication, general and specialized technology (application and software), business management principles, finance and accounting, and economic concepts. Students participate in leadership activities to promote professional development and to enhance ethical business behavior. Level I students receive one period of theory and one period of lab instruction. Level II students receive classroom instruction for at least one period and can work in a variety of professional business environments. Students must provide transportation.

GRADE LEVEL: 10, 11, 12
LENGTH: Two years
SCHOOL: Cuyahoga Falls

CREDIT:
Level I – Tech Theory 1, Lab 1
Level II – Technical Writing 1;
Tech Theory 1; Lab 1.

Higher education opportunities

- Associate's degree
- Bachelor's degree



Business Foundations

Designed to introduce students to various business careers, this course is divided into four, 9-week units with a different instructor teaching each unit. In Technology, students learn Microsoft Office 2007 Suite, including word processing with keyboarding integration, spreadsheets, database, desktop publishing and PowerPoint presentations. In Accounting, students learn the basic steps in the accounting cycle, including journalizing, posting and financial statements. In Marketing, students learn about merchandising and service businesses, advertising, distribution and consumer behavior. In Business Law, students learn about criminal law, contracts, consumer law and juvenile law.

GRADE LEVEL: 9, 10
LENGTH: One year
SCHOOL: Stow-Munroe Falls students only

CREDIT: 1

Business and Management Foundations

This course introduces students to the major areas of business, including the role and application of technology, basics of business operation, role and characteristics of entrepreneurs, management, accounting, marketing, business law and international business.

GRADE LEVEL: 9, 10
LENGTH: One year
SCHOOL: Cuyahoga Falls students only

CREDIT: 1