

## COLLEGE TECH PREP

## Business Careers Technologies



This exciting program focuses on new technologies and the exploration of careers in the fast-paced and dynamic world of business. In addition to learning a variety of computer applications, students gain important skills in accounting with real world accounting application software, including computerized accounting and simulations. Virtual Business Retailing, Management and Sports are also areas of study.

Students create an extensive employability/career portfolio and develop leadership skills through active involvement in Business Professionals of America, a national business student organization. Career opportunities are available through early placement, internships and the Cooperative Business Education Career Program.

**GRADE LEVEL:** 10, 11, 12

**LENGTH:** Two years

**SCHOOL:** Roosevelt, Stow-Munroe Falls

**CREDIT:**

**Roosevelt:** Combined Level I and II  
– English 1; Tech Theory 1; Lab 1.

**Stow-Munroe Falls:** Lab 3.

**Tallmadge:** See Business Pathway

**Skills necessary for success**

- Personable and confident
- Creative problem solver
- Ability to follow directions
- Well-organized and detail-oriented
- Excellent communications skills
- Math skills (percentage and averaging)
- Enjoys working alone or as part of a team

**Professional Pathway**

- Administrative assistant
- Legal secretary
- Receptionist
- Accounting clerk
- Transcriptionist
- Filing clerk
- Computer support

**Program Requirements**

- Excellent attendance record
- Minimum 2.0 GPA

**Career interests/helpful background**

- Experience in dealing with people
- Sales experience
- Familiar with business practices
- Mathematical/finance calculations
- Understand basic office equipment
- Familiar with business computer software
- Good telephone skills

**Higher education opportunities**

- Microsoft Office Specialist (MOS) Certification
- Associate's degree
- Bachelor's degree