

COLLEGE TECH PREP

Business Management

This program is designed for students interested in a business management career, including opportunities such as a supervisor, office manager or assistant manager in a small business, corporation, non-profit or governmental agency. Students study management practices as they apply to business practices and law, economics, sales, software skills, risk management, human relations, entrepreneurship and global business trends. Students experience leadership development opportunities through Business Professionals of America national student organization, create an extensive career portfolio and observe business practices through speakers, worksite visits, shadowing, mentoring and networking opportunities. Through a partnership with Kent State University, students are involved in guest lectures and special activities. Nine credit hours are available through The University of Akron, Summit College.

GRADE LEVEL: 10, 11, 12
LENGTH: Two years
SCHOOL: Cuyahoga Falls, Roosevelt, Stow-Munroe Falls, Tallmadge

CREDIT:
Cuyahoga Falls: Level 1-Tech Theory 1; Lab 1
Level II: Technical Writing 1; Tech Theory 1; Lab 1
Roosevelt: Level I and II –
Tech Theory 1; Lab 1; CP English 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
- Management/leadership skills

Professional Pathway

- Accountant or financial manager
- Administrative services manager
- Business manager or owner
- Human resources manager
- Risk management
- Sports management
- Computer information manager
- Small business manager or entrepreneur

Program Recommendations

- Excellent attendance record
- Minimum 2.3 GPA

Career interests/helpful background

- Excellent communication skills
- Experience in dealing with people
- Sales experience
- Familiar with business practices
- Mathematical/finance calculations
- Familiar with business computer software
- Well organized and detail oriented

Higher education opportunities

- 9 College credits available at The University of Akron, Summit College. See page 32.
- Associate's degree
- Bachelor's degree

Licenses/Certifications

- Microsoft Office Specialist (MOS) Certification

