

# College Credit Option



College Link allows students to earn college credit through 4 different avenues.

- Tech Prep
- CT<sup>2</sup>
- National agreements such as ProStart and PLTW (Project Lead the Way)
- Private College Agreements

West Shore instructors work closely with college faculty to teach college level curriculum in their technical skill area.

Students must meet the criteria below to be eligible to earn college credit:

- Earn an A or B in your CTE program
- Successfully complete Algebra 2
- Maintain a 2.0 GPA overall
- Individual college credit requirements



# For More Information

Contact your school counselor or the  
**West Shore Career-Technical District**  
at **216-529-4163**



**West Shore Career - Technical District**  
14100 Franklin Boulevard  
Lakewood, Ohio 44107  
Phone: 216-529-4163  
Fax: 216-529-4172  
Web Address:  
[www.lakewoodcityschools.org/](http://www.lakewoodcityschools.org/)

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# Business Management



## 11th & 12th Grades



**West Shore Career-Technical District**

# Business Management

Throughout this **two-year** program students will be introduced to a variety of business topics. Some of these topics include: accounting, human resources, entrepreneurship, marketing, economics, and business law. Students who are planning to pursue business in college can get a preview of the many majors in the business area.

Business Management students are trained in all areas of Microsoft Office: Word, Excel, Access and PowerPoint. They have the advantage of taking the Microsoft Office Certification exams in their West Shore classroom at no charge. These certifications are an impressive credential to employers. Passing certification exams may provide students with college credit.

The second year of the program includes the early placement experience. Students have the opportunity to work on a paid or volunteer basis. This provides them with valuable work experience and a means to develop responsibility and work ethic. Students taking advantage of this early placement option do not need to attend class for much of the year provided they are working at least 7 1/2 hours per week.



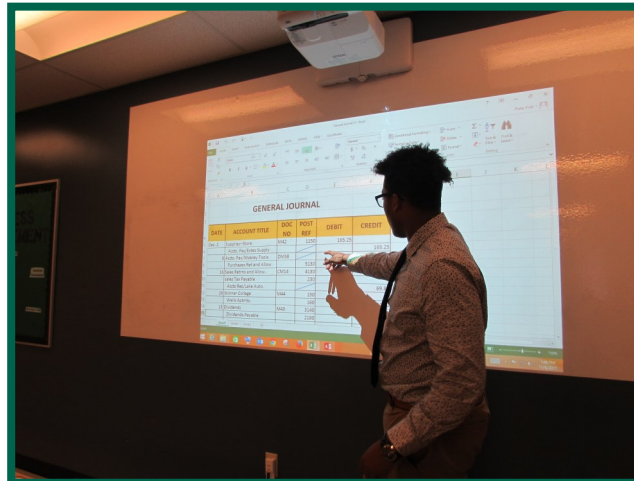
# Skills Learned

- Accounting
- Entrepreneurship
- Marketing
- Sales
- Human Resources
- Economics
- Budgeting
- Customer Service

## Software You Will Use

**Microsoft Office (certification exams given at the high school)**

- Word
- Excel
- PowerPoint
- Access



# Career Opportunities

**Entrepreneur  
Manager  
Administrative Assistant  
Assistant Manager  
Accountant  
Accounts Receivable  
Accounts Payable  
Sales Representative**



## Early Placement

Work experience throughout the senior year, at least 7 1/2 hours per week required. Earn while you learn!

**Junior Year: 2 periods, 2 credits**

**Senior Year: 2 periods, 2 credits**

**Recommended: Computer Applications,  
Algebra 1 (completed or currently passing)**