

## need more information?

Call and Speak with one of our Counselors  
330-847-0503, Extension 1005  
1-866-737-6925, Extension 1005

## are you ready?

- Strong English and Math Skills are helpful.
- Computer applications and keyboarding knowledge is encouraged.
- Communication Skills – Written & oral are helpful.
- Positive Attendance Record is suggested.
- Students enrolling at TCTC may have no more than two credit deficiencies toward graduation.

Check us out online at

[www.tctchome.com](http://www.tctchome.com)

EEO Disclaimer: The TCTC is an equal opportunity educational institution which does not discriminate against any individual on the basis of race, color, creed, religion, age, sex, disability or national origin.

## ready to apply?

Applications are available Online  
or  
your home high school counselor

## what's in it for you

College Credit  
Industry Certifications  
Scholarships

# Business Office Systems

# about the program...

## what you'll do

- Explore various types of businesses, accounting applications, and strategies for trustworthy financial management
- Experience interactive business software applications through project simulations and customer service
- Utilize ethical standards, confidentiality, and professionalism

## what you'll learn

- Office Procedures
- Personal Finance
- Fundamental Accounting
- Payroll Procedures
- Marketing/Advertising
- Business Management
- Business Communications
- Entrepreneurship
- Business Ethics and Manners

## educational opportunities

### Two & Four Year College Opportunities

- Business Administration
- Accounting
- Administrative Support
- Office Technology
- Banking and Finance

## career opportunities

### Entry-Level Careers:

- Bank Teller
- Payroll Clerk
- Administrative Assistant

### Career Available with Further Education

- Accountant
- Human Resource Manager
- General Office Coordinator
- Banking Office Manager

## come to TCTC

- **Look forward to school!** Make the most of your high school experience by doing something you enjoy.
- **Be ready to excel!** Develop the expertise, confidence, and work ethic for tomorrow's top careers or professions.
- **Get a jumpstart on college!** Earn valuable college credits... 66.8% of TCTC students are eligible for college credit.

## get involved

- Career Technical Student Organization
  - Business Professionals of America
- Youth Leadership Council
- Diversity Club
- SADD
- National Technical Honor Society