



Learning Center Building  
22000 Gibraltar Rd., Flat Rock, MI 48134

# CAP SHEET

## **PROGRAM:**

### **Business and Management Services**

**TEACHER:** M. Rodriguez

**SCHOOL:** Airport



**C**redits given in addition to regular CTE are:

- ½ 4<sup>th</sup> Year Math Related

**A**rticulation agreements and/or licensure opportunities are:

- Davenport University
- Henry Ford Community College
- Monroe County Community College
- Wayne County Community College District

**P**requisites for this program (including application processes if needed) are:

- Computer Applications I

**THIS PROGRAM OFFERS EXCELLENT CAREER OPPORTUNITIES FOR BOTH  
MALE AND FEMALE STUDENTS.**

## BRIEF DESCRIPTION OF THIS PROGRAM

This yearlong course is designed to instruct the students on general business vocabulary, economic issues, business math, and business skills. Students will master the Common Business Exit Skills Tasks that are the foundation of the Michigan Department of Career Development curriculum in Business Administration Management and Operations. Students will have a blend of activities to develop skills in the following areas: communication, human relations, management and organizational development, mathematics, technology, career development, entrepreneurship, international business and lifelong learning. A beginning career portfolio will be implemented and used throughout the year. Project-based learning will be emphasized throughout the course including several business experiences outside of the classroom.

## SPECIAL FEATURES OF THIS PROGRAM

Generally every year the Business Class goes on a field trip to the local malls to interact with business people as part of the Entrepreneurial project. Whenever possible the class also participates in the Detroit Tiger Career Day at Comerica Park.

Business Professionals of America is available for all Business and Management Services students. This is an opportunity for students to belong to a professional organization and participate in competitions for scholarship money.

Business and Management Services is open to all students in grades 10-12.



## DCTC

**Proud To Bring Career-Technical Education To Our Students At:  
Airport, Flat Rock, Gibraltar-Carlson, Grosse Ile, Huron, Riverview,  
Southgate-Anderson, Trenton and Woodhaven**

### STATEMENT OF COMPLIANCE WITH FEDERAL LAW

The Downriver Career Technical Consortium complies with all Federal laws and regulations of the U.S. Department of Education. It is the policy of the Downriver Career Technical Consortium that no person on the basis of race, color, religion, national origin or ancestry, age, gender, height, weight, marital status, disability, or limited English proficiency shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to, discrimination in any program or activity to which it is responsible or for which it receives financial assistance from the U.S. Department of Education. Furthermore, the Consortium will encourage participation by all of the above.