



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

CAP SHEET

PROGRAM: **Business Administration & Management Operations**

TEACHER: D. Fountain

SCHOOL: Carlson



Credits given in addition to regular CTE are:

- VPAA 1 Credit
- 4th Year Math Related ½ Credit for BST-C
- On Line Experience Credit

Articulation agreements and/or licensure opportunities are:

- Baker College
- Davenport University
- Henry Ford Community College
- Monroe County Community College (via testing)
- Wayne County Community College District

Prequisites for this program (including application processes if needed) are:

- "C" or better in previous BST to move to the next BST

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

BRIEF DESCRIPTION OF THIS PROGRAM

Students completing this program will essentially be ready to move onto the next era of their life – college and/or entering the work force. Through the courses BST A, BST B, BST C, students will master computer concepts, as well as the Microsoft Office Software Suite 2007 (Power Point, Excel, Access, and Publisher.) Skills developed through these courses include: document creation and editing for both promotional and informational use; organizational skills; file management; Internet use and research skills; and information management/manipulation using a database.

The final class for this program is a Business Management class which brings all the previously learned computer skills together with the necessary foundation skills such as problem solving, decision making, and written and verbal communication. These skills are then combined with core business skills such as leadership and good work habits providing an excellent background for a career in business.

SPECIAL FEATURES OF THIS PROGRAM

Students are encouraged to participate in Business Professionals of America (BPA), a student organization for those interested in a Business career.



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

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