



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

# CAP SHEET

## **PROGRAM:**

### **Business (BST)**

**TEACHER:** L. Draper, C. LeDee, L. Sakalas, P. Sisler

**SCHOOL:** Southgate



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

- VPAA 1 Credit

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

- Baker College
- 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:

- Grade of C or better to move from one BST to the next.

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

### BRIEF DESCRIPTION OF THIS PROGRAM

Students will develop skills in files management, Internet skills, and skills in the Microsoft Office XP software suite covering Word, Excel, Access and PowerPoint. At the completion of this course, students will have acquired skills that would be required to obtain an entry-level administrative support position requiring word processing, spreadsheets, database or presentation software skills.

### SPECIAL FEATURES OF THIS PROGRAM

Students that have successfully completed the course with a 75% or better grade would also be able to gain industry-recognized MOS certification if desired.



## **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.