



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

# CAP SHEET

## **PROGRAM: BST**

**TEACHER:** S. Okonski

**SCHOOL:** Woodhaven



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

- 4<sup>th</sup> Year Math Related 1 Credit
- VPAA 1 Credit

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

- Davenport University
- 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 in Advanced Software to move to the next level BST

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

### BRIEF DESCRIPTION OF THIS PROGRAM

Students in BST will master Microsoft Office 2007 while gaining knowledge in a wide range of business competencies.

This class will utilize the best lessons from several textbooks, online resources, DVDs, and teacher created materials.

Students will enter college or the workforce with confidence in their command of Office. Students will also have confidence in their ability to research and to make and analyze decisions in an office setting.

### SPECIAL FEATURES OF THIS PROGRAM

Participation in the Business Professionals of America is encouraged. This club allows students the opportunity to showcase their skills and network with other business students.



## 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.