



Credits, Articulations & Prerequisites

Credits:

Cross credit with some academic courses (including 4th year related math, VPAA, math & science) may be available and will be reviewed on a case-by-case basis with each district's counseling department.

Articulations:

- Baker College
- Ferris State University
- Washtenaw Community College
- Wayne County Community College District

Prerequisites:

- Grade of C or better and instructor approval to move to the next Business course

This program offers excellent career opportunities for both male and female students.

Program Description

The program involves the Microsoft Applications & Certification and Business Management courses. Microsoft Applications & Certification covers essential computer concepts along with computer programs Microsoft PowerPoint, Word, Excel, and Publisher. Some of the computer concepts covered include file management, input/output devices, storage devices, computer software, networks, and the Internet. Also included is the creation of worksheets and embedded charts, formulas, functions and formatting, creating and using a database, querying a database, maintaining a database, and sharing data among applications. MOS Certification testing is available for all students completing the Microsoft Applications course.

The Business Management program builds upon learned software skills and offers students a look at the importance of business management in the business world of today. Topics covered include the evolution of management, careers in management, and the management environment. Foundational skills such as problem solving, decision making, and written and verbal communications are also developed. Through the team concept, students will experience all aspects of business ownership through simulating the operation of a mock business venture, including developing an actual product for the company and managing employees.

Special Features

Leadership opportunities available through participation in Business Professionals of America (BPA).

Work-based learning opportunities available.

STATEMENT OF COMPLIANCE

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, marital status, disability or limited English proficiency shall be discriminated against or excluded from participation 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.