

CHIPPEWA VALLEY SCHOOLS

Career and Technical Education



BUSINESS ADMINISTRATION MANAGEMENT AND OPERATIONS

The program of study in accounting and finance will introduce students to concepts and skills used in professional accounting environments. Students who complete the accounting class series will learn basic and advanced accounting concepts utilizing computer technology and will be able to apply their knowledge to entry-level positions in bookkeeping and/or accounting. College-bound accounting students will find themselves better prepared for college coursework.

Examples of Careers:

- Account Executive
- Arbitrator
- Business Adviser
- Business Analyst
- Business Consultant
- Business Development Manager
- Business Manager
- Chartered Management Accountant
- Client Services Manager
- Community Manager
- Construction Manager
- Corporate Investment Banker
- Data Analyst
- Data Scientist
- Development Director
- Director of Operations
- Environmental engineer
- External Auditor
- Forensic Accountant
- Human Resource Manager
- Human resources Officer
- Insurance Underwriter
- Logistics and Distribution Manager
- Logistics Manager
- Management Analyst
- Management Consultant / Executive
- Marketing Manager
- Mortgage Adviser
- Office Manager
- Project Manager
- Retail Manager
- Risk Manager
- Sales Executive
- Sales Representative
- Staff Accountant
- Stockbroker
- Supply Chain Manager
- Systems Analyst
- Urban Designer

Examples of Degrees, Certificates and/or Certifications

- Bachelor of Business Administration
- Bachelor of Business Management
- Bachelor of Science
 - Accounting
- Bachelor of Science
 - Information Technology
- Bachelor of Science
 - Computer Science



Classes can meet the following graduation requirements:

Visual and Performing Arts Credit

World Language Credit

Articulation — Earn College Credits

Students successfully completing the CTE State-approved program may be eligible for tuition free credit.

Instructors:

Mr. Jerrod Black

jblack@cvs.k12.mi.us

586.723.2634

Dr. Krystal Gordon

kgordon01@cvs.k12.mi.us

586.723-2604

Mr. Paul Tocco

ptocco@cvs.k12.mi.us

586.723.2954



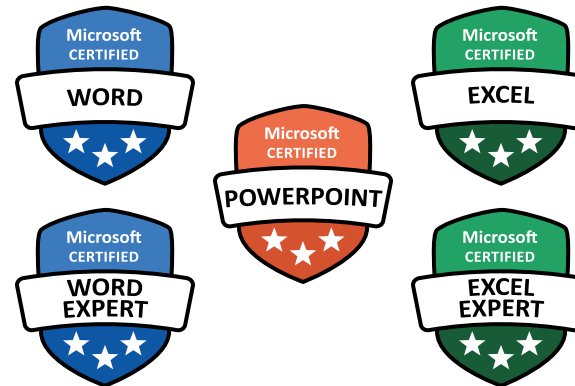
NOTICE OF NONDISCRIMINATION It is the policy of Chippewa Valley Schools not to discriminate on the basis of race, color, religion, national origin or ancestry, gender, age, disability, height, weight or marital status in its programs, services, activities, or employment. Inquiries related to nondiscrimination policies should be directed to: Civil Rights Coordinator, Assistant Superintendent of Human Resources, Chippewa Valley Schools Administration, 19120 Cass Avenue, Clinton Township, MI 48038 Phone: 586-723-2090 / Nondiscrimination inquiries related to disability should be directed to: Section 504 Coordinator, Director of Special Services, (same address) Phone: 586-723-2180

EXAMPLES OF CAREERS:

- Account Executive
- Arbitrator
- Business Adviser
- Business Analyst
- Business Consultant
- Business Development Manager
- Business Manager
- Chartered Management Accountant
- Client Services Manager
- Corporate Investment Banker
- Development Director
- Director of Operations
- External Auditor
- Forensic Accountant
- Human Resource Manager
- Human resources Officer
- Insurance Underwriter
- Logistics and Distribution Manager
- Logistics Manager
- Management Analyst
- Management Consultant
- Mortgage Adviser
- Office Manager
- Project Manager
- Retail Manager
- Risk Manager
- Sales Executive
- Sales Representative
- Staff Accountant
- Stockbroker

EXAMPLES OF DEGREES, CERTIFICATES AND/OR CERTIFICATIONS

- Bachelor of Business Administration
- Bachelor of Business Management
- Bachelor of Science – Accounting
- Bachelor of Science – Information Technology
- Bachelor of Science – Computer Science



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CTE
Learning that works for Michigan

BUSINESS MANAGEMENT AND TECHNOLOGY



INSTRUCTORS:
CHIPPEWA VALLEY HIGH SCHOOL

Mr. Jerrod Black

jblack@cvs.k12.mi.us

586.723.2634

Dr. Krystal Gordon

kgordon01@cvs.k12.mi.us

586.723.2604

DAKOTA HIGH SCHOOL

Mr. Paul Tocco

ptocco@cvs.k12.mi.us

586.723.2954

DON'T JUST CHOOSE A CLASS ~ CHOOSE A CAREER

BUSINESS MANAGEMENT AND TECHNOLOGY

The program of study in business management will introduce students to concepts and skills used in a variety of management and administration positions.

This includes curriculum focused on topics such as communications; information technology and applications; finance and economics; international business; data management; human resources and personnel; operations and quality management; leadership; law, ethics and government regulations; and project management.

Planning and starting a new business is also explored along with your individual career and professional development. These Business Management courses are designed to provide a strong foundation for post-secondary education and to be a valued contributor within the entry-level workplace. Students will have the opportunity to obtain industry certification in Microsoft Office Specialist and/or Communication Skills for Business. Successful completion of the business management program will have a solid foundation upon which to continue their business studies with in-depth courses in Business and Management Technology BC.

CLASSES CAN MEET THE FOLLOWING GRADUATION REQUIREMENTS:

- Visual and Performing Arts Credit
 - World Language Credit
- Articulation — Earn College Credits

Students successfully completing CTE state approved classes, may be eligible for tuition free credit.

1476/1477 BUSINESS MANAGEMENT AND TECHNOLOGY 1A/1B

Grades 10–12

Prerequisite: None

Students in Business Management and Technology will develop a foundation in the many activities, problems, and decisions that are intrinsic to the management of a successful business, as well as an appreciation for the importance of these responsibilities. Areas to be examined include information technology, business organization and planning, business management and leadership, project management, entrepreneurship, operations and quality management, safety, and related careers. Additional topics covered: international business, data management, financial analysis and economics, ethical and legal responsibilities, and communication. By gaining an understanding of these areas, students will be better prepared to enhance the business decisions of tomorrow. Students will have the opportunity to obtain industry certification in Microsoft Word, Microsoft PowerPoint and/or Communication Skills for Business

1 hour

0.5/0.5 credit

1578/1579 BUSINESS MANAGEMENT & TECHNOLOGY 2A / 2B BC

Grades 11–12

Prerequisite: Business Management and Technology 1A/1B or Accounting 1A/1B with a 2.0 or higher and teacher/administrative recommendation.

In the first semester course, Business Management and Technology II BC, students will explore the American Banking System from the standpoint of the bank and the consumer. Topics will include money management strategies, checking account simulations, fundamentals of investing and types of personal and business insurance. Students will experience analyzing and trading a \$100,000 stock portfolio through the Stock Market Game (virtual online simulation). In the second semester course, Business Management and Technology II BC, students will explore financial management. Other aspects of business finance, such as managing payroll, pricing, sources and uses of funding, and financial planning, will be included. Students will learn how to fill out financial forms using Excel. Students will have the opportunity to obtain industry certification in Microsoft Excel. ***This course has been approved to meet the MMC senior year math-related credit requirement.***

1 hour

0.5/0.5 credit

9081/9082 BAMO INTERNSHIP 1/2

2 hour

9083/9084 BAMO INTERNSHIP 1A/1B

1 hour

Prerequisite: 2 semesters of a business course and concurrently enrolled in one related business course each semester.

This course may be taken for one or two hours. An Individual Educational Training Plan and Training Agreement are developed for each student–trainee detailing his/her specific learning activities.

Note: A student who chooses the Internship course for either one or two hours is expected to work 10 hours per week and provide their own transportation.