

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



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.



BUSINESS ADMINISTRATION MANAGEMENT AND OPERATIONS



INSTRUCTORS:

Mr. Jerrod Black
jblack@cvs.k12.mi.us
586.723.2634

Dr. Krystal Gordon
kgordon01@cvs.k12.mi.us
586.723.2604

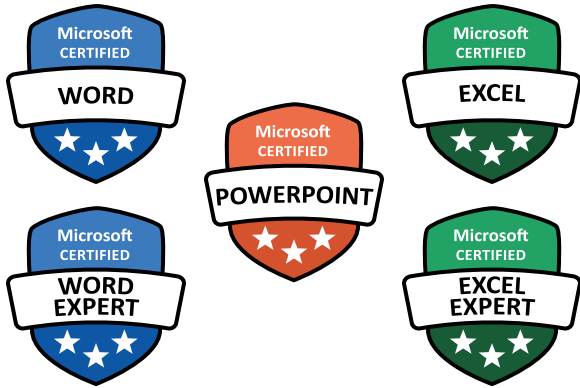
Mr. Paul Tocco
ptocco@cvs.k12.mi.us
586.723.2954

DON'T JUST CHOOSE A CLASS ~ CHOOSE A CAREER

BUSINESS ADMINISTRATION MANAGEMENT AND OPERATIONS

The program of study in Business Administration Management and Operations (BAMO) will introduce students to concepts and skills used in a variety of management and administration positions. This includes a curriculum focused on topics such as communications; international business; data management; human resources & personnel; operations & quality management; leadership; law, ethics & government regulations; and project management. Planning and starting a new business is also explored along with your individual career and professional development.

Completers of the BAMO program will have a solid foundation upon which to continue their business studies with in-depth courses that lead to Microsoft Office certifications. These Business Management courses are designed to provide a strong foundation for post-secondary education and career readiness.



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

1 hour

Grades 10–12

0.5/0.5 credit

Prerequisite: None

Note that students must successfully complete both semesters of one course with a 2.0 or better. Please plan accordingly. 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.

1571/1572 FINANCE AND BANKING 1A BC/1B BC

1 hour

Grades 11–12

0.5/0.5 credit

Prerequisite: Business Management and Technology 1A/1B or Accounting 1A/1B

In the first semester course F&B 1A 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. Financial literacy skills will be learned through an interactive computer simulation website along with Dave Ramsey's Personal Foundations in Finance. Students will have the opportunity to tour the Federal Reserve Bank. Topics will include investing your financial resources through the stock market, bonds, mutual funds, savings accounts and money markets. Students will learn to fill out a various tax forms and will develop tax planning strategies. Through the Stock Market Game (virtual online simulation), students will experience analyzing and trading a \$100,000 stock portfolio. Other aspects of business finance such as managing payroll, pricing, sources and uses of funding, as well as financial planning will be included. Students will have the opportunity to obtain industry certification in Microsoft Excel.

9081/9082 BAMO INTERNSHIP 1/2

2 hour

9083/9084 BAMO INTERNSHIP 1A/1B

1 hour

Grade 12

1.0/1.0 or 0.5/0.5 credit

Prerequisite: 2 semesters of a business course and concurrently enrolled in one related business course each semester. Available to Juniors and Seniors, 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 meet 200 hours of work per semester and provide their own transportation.*