



"Because of CTE, I have a huge head start on my college career."

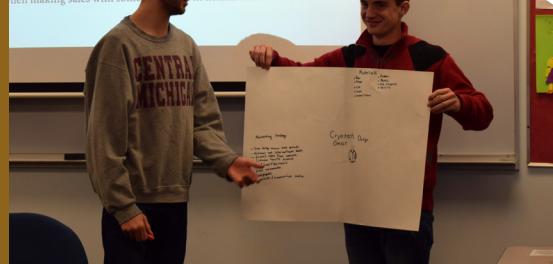
- Haley Forbes
Former CTE student

It's Working!

cte
CAREER & TECHNICAL EDUCATION
CLARE-GLADWIN RESD

Business Idea.

will develop winter gear to the people of Sweden. Such as coats, boots, scarves. This is a need to the people of Sweden due to their cold arctic conditions. Our product will be self-insulated, and provide those conditions. cryo-tech, and will be unique, because all materials will come from, such has fur, leather, and cloth which fits well with Sweden's as for our sales pitch, it will be New Balance's strategy in idea that it is produced at home in their own country, which gives it a benefit over companies from foreign. A competitive edge is then making sales with some.



Business Management

Let's get down to business.

Do you enjoy being a leader, organizing people, planning activities and talking? Do you like to work with numbers or ideas? Do you enjoy carrying through with an idea and seeing the end product? Do you like things neat and orderly? Want to learn to balance a checkbook, follow the stock market, hold an office in a club, surf the internet? This may be the career path for you.

Overview

The Business Management course is designed to prepare students for multiple management positions such as - but not limited to - management (general, business information, human resources and operations) and administrative support. Careers in Business Management focus on planning, organizing, directing and evaluating business functions essential to efficient and productive business operations. Business Management will provide comprehensive coverage and integration of business skills and issues, develop critical-thinking and problem-solving skills, and establish a foundation in business procedures.

This course is designed to improve communication, math, decision-making, thinking, reading, writing, work ethics and team-building skills. Math and reading are a large part of this class, which prepares students for positions working with:

- Advanced Computer Applications
- Office Technology
- Windows Operating Systems
- File Management

Material is presented through textbook, Microsoft Imagine Academy, lecture, video, activities and guest speakers.

Potential Careers

Participation in **Business Management** can help prepare you for jobs in areas like:

- Legal Secretary
- Administrative Assistant
- Office Manager
 - Data Entry Specialist
 - Executive Assistant
 - Paralegal
 - Medical Front Office Assistant

With **further training and/or education**, you could expect Business Management to help launch a career in fields



Details

Primary Units of Instruction (lecture, demonstration and lab work):

- Communication
- International Business
- Business Planning and Entrepreneurship
- Business Management and Leadership
- Human Resources/Personnel Administration
- Law, Ethics, and Government Regulation
- Career and Professional Development

Length of Program: Two Years (if you meet the criteria and are accepted)

Program Schedule:

P.M. Session - 12:30 p.m. - 2:30 p.m.

like:

- Business Education
- Entrepreneur
- Human Resources Management
- Chief Executive Officer
- International Business
- Communications
- Sports & Entertainment Manager
- Hospitality/Tourism

Business Management



What's It Like? What to expect from this class



Instructor Candace Opalewski says:

"We operate in a serious manner, and of course we have to have fun, too. The curriculum will be challenging at times. Business and management solve local and world problems. Students entering this program will want to be self-motivated, because they'll complete projects that incorporate reading, math and writing. It's all right if you aren't great at one or two of the areas mentioned. My goal is to make the students better; the students should want to improve their skills, too. The important part is that you don't give up. Businesses and managers face many obstacles. Therefore, it is vital to start applying problem-solving skills in this class and learn how to work through challenges."

Students entering this program will want to be self-motivated.

Learning Environment

Time is spent in the classroom computer lab. Students should have good English skills and the ability to communicate and work well with others. Students will spend the first semester learning the basic foundations of business, business planning, and many management functions. Our classroom culture provides students an environment that operates like a business setting. Students have their own computer with daily tasks to complete. These tasks may be completed individually or in a team setting. Students are responsible for keeping their area and electronic folders organized. All students should expect a significant amount of logistics and hands-on work while at their computers.

IS THIS
PROGRAM
FOR
me?

It is if you...

- ...enjoy computers
- ...enjoy problem solving
- ...like creating solutions
- ...are detail-oriented
- ...are creative
- ...like self and team approaches
- ...can sit for long periods

The Clare-Gladwin Regional Education Service District Board of Education complies with all Federal laws prohibiting discrimination and with all requirements and regulations of the U.S. Department of Education. It is the policy of the Clare-Gladwin Regional Education Service District that no person on the basis of race, color, religion, national origin, creed or ancestry, age, gender, sexual orientation, marital status, or disability shall be discriminated against, excluded from participation in, denied the benefits of or otherwise be subjected to discrimination in employment or under any program or activity to which it is responsible, or for which it receives financial assistance from the U.S. Department of Education. Inquiries regarding this policy can be addressed to the Superintendent, 4041 E Mansiding Rd., Clare, MI 48617, phone 989-386-3851.

Going to college? Start with CTE

It is possible to earn articulated college credit through an articulation agreement between CTE and many Michigan community colleges and universities. This credit can only be granted after successful completion of the CTE program and future enrollment at a college or university that has a current articulation agreement with Clare-Gladwin CTE. See your school counselor for more information.

College Partnerships and High School Credit

- Mid Michigan Community College
- Ferris State University
- Kirtland Community College
- Baker College

Who's Up For a Second Helping?

Students interested in returning for the program's second year must:

- Have 10 or fewer absences and fewer than three tardies in the second semester of Year One
- Have an 80 percent average or better in the first year
- Be an effective and collaborative team member
- Be a self-directed and independent worker, indicate a personal desire to pursue a business- or computer-related and have good work ethics
- Students may be able to pursue Microsoft Office certifications in Word, Excel and PowerPoint

High School Credit and CTE Certification

Students may earn the state-required fourth-year math-related course credit through this program. Local schools will award high school credit upon successful completion of this program. The CTE Certificate of Completion will be awarded to students who successfully complete their programs.



Local businesses participate in the CTE Business Management program by serving on its advisory committee, as well as through placement opportunities.



CLARE-GLADWIN
REGIONAL EDUCATION SERVICE DISTRICT
Excellence in Education Services