

LEARN *More*

about
career and technical
education



Northwest
Education
Services

Interested?

- 👤 Talk to your high school counselor
- ☎ Call us: 231.922.6273
- 📍 Visit us: 880 Parsons Rd, Traverse City
- 🌐 Browse the web: NorthwestEd.org

Business Careers

Gain experience and active learning in accounting, business-related topics, day-to-day office duties, and Microsoft Office. Students select an area of concentration from high school accounting, general business or an early college pathway into college accounting.

Core Skills

- Accounting and business skills
- Organization/time-management
- Critical thinking skills
- Computer software training
- Office management practices
- Teamwork/employability
- Communication skills

Future Career Options

- Accountant
- Financial analyst
- Marketing/advertising manager
- Human resource manager
- Loan officer
- Entrepreneur
- Management consultant
- Administrative assistant

Certifications/Academic Credit

- English and/or math credit
- Postsecondary articulated credit
- VPAA elective credit
- PASSES EDGE workplace safety certificate
- Microsoft Office Certification
- Early college eligibility

Setting Students up for Success

Making connections with guest speakers, field trips, and taking advantage of job shadows, co-op and work experiences give students a head start in the field of business careers.

Leadership & Scholarship Opportunities

Club participation, competition and leadership can occur with student-run Credit Union, National Technical Honor Society and CTC Student Council.

21 Career & Technical Programs

Agriscience	Health Sciences
Auto Repair	Information Technology
Business Careers	Power Equipment
Collision Repair	Precision Machining
Construction Trades	Public Safety
Culinary Arts	Robotics & Automation
Early Education	Teacher Academy
Electrical Occupations	Web & App Development
Engineering Academy	Welding
Film & New Media	Writers Studio
Graphic Arts	

Student Support & Guidance

- Career Tech staff teach and reinforce positive work ethic in all students.
- Attendance and academic progress is monitored to guide students toward individual growth and career planning that will establish a pathway to a meaningful life.
- Seminars are provided on college planning, financial aid and scholarship opportunities.

Job Training & Experience

Career Tech programs offer all students a chance to:

- Gain hands-on training
- Use state-of-the-art technology
- Demonstrate leadership, workplace readiness and ethics
- Participate in internships, job shadows, work experience, or paid co-op experience