

CAREER PROGRAMS IN BUSINESS, MARKETING, AND COMPUTER EDUCATION

CAREER CLUSTER	Business Management & Administration	Business Management & Administration	Business Management & Administration	Finance	Marketing	Information Technology	Information Technology	Information Technology
CIP CODE	52.0302	52.0401	52.0701	52.1908	52.1801	11.0202	11.0901	11.0801
PROGRAM TITLE	ACCOUNTING TECHNOLOGY/TECHNICIAN AND BOOKKEEPING	ADMINISTRATIVE ASSISTANT AND SECRETARIAL SCIENCE, GENERAL	ENTREPRENEURSHIP/ENTREPRENEURIAL STUDIES	BUSINESS & PERSONAL/FINANCIAL SERVICES MARKETING OPERATIONS	SALES, DISTRIBUTION, AND MARKETING OPERATIONS, GENERAL	COMPUTER PROGRAMMING, SPECIFIC APPLICATIONS	COMPUTER SYSTEMS NETWORKING AND TELECOMMUNICATIONS	WEB PAGE, DIGITAL/MULTIMEDIA AND INFORMATION RESOURCES DESIGN
GROUP 1: FOUNDATIONAL COURSES 1 (Minimum Selection: 1)								
FOUNDATIONAL COURSES	Business & Technology Concepts	Business & Technology Concepts	Business & Technology Concepts	Business & Technology Concepts	Business & Technology Concepts	Business & Technology Concepts	Business & Technology Concepts	Business & Technology Concepts
	Keyboarding & Formatting	Keyboarding & Formatting	Keyboarding & Formatting	Keyboarding & Formatting	Keyboarding & Formatting	Keyboarding & Formatting	Keyboarding & Formatting	Keyboarding & Formatting
	Computer Concepts and Software Applications	Computer Concepts and Software Applications	Computer Concepts and Software Applications	Computer Concepts and Software Applications	Computer Concepts and Software Applications	Computer Concepts and Software Applications	Computer Concepts and Software Applications	Computer Concepts and Software Applications
	Recordkeeping	Digital Literacy and Responsibility	Digital Literacy and Responsibility	Digital Literacy and Responsibility	Digital Literacy and Responsibility	Digital Literacy and Responsibility	Digital Literacy and Responsibility	Digital Literacy and Responsibility
GROUP 2: SKILL COURSES (Minimum Selection 1)								
SKILL COURSES	Accounting I	Information Processing I	Entrepreneurship	Service Oriented Marketing	Product Oriented Marketing	Computer Operations & Programming I	Computer Networking I	Web Page & Interactive Media Development I
	Accounting II	Information Processing II	Business Management			Computer Operations & Programming II	Computer Networking II	Web Page & Interactive Media Development II
		Business Technology & Procedures						
GROUP 3: ADDITIONAL PROGRAM COURSES								
ADDITIONAL PROGRAM COURSES	Cooperative Education	Cooperative Education	Cooperative Education	Cooperative Education	Cooperative Education	Cooperative Education	Cooperative Education	Cooperative Education
	Information Processing I	Accounting I	Accounting I	Accounting I	Accounting I			
		Business Law	Business Law	Business Law	Business Law			
			Advanced Marketing	Advanced Marketing	Information Processing I			
			Information Processing I	Information Processing I	Business Management			
			Product-Oriented Marketing	Business Management	Advanced Marketing			
			Service-Oriented Marketing					

A quality program delivers all required elements and a variety of additional elements. Each educational entity offering the approved sequence of courses provides assurance that the course content includes at a minimum the state course description, (available at http://www.isbe.net/career/html/cte_bus_ed.htm), meets the state's minimum requirements for course offerings by program--contain a minimum of two (2) credits of instruction, curriculum aligned to state recognized learning standards and industry standards, career pathway guidance, resources to support program/course delivery (licensed and qualified staff, appropriate facilities, adequate equipment, instructional materials, work-based learning experiences, special populations support services, active affiliated BPA, DECA, or FBLA chapter), articulation/dual credit agreements, documentation of state agency certification or licensing requirements for occupations regulated by law or licensure, and content which prepare students for reflective of current labor and opportunity for cooperative education as a structured capstone course. Foundational courses are suggested to be taught at the 9th and 10th grade levels. Skill level courses are suggested to be taught at the 10th – 12th grade levels----- (Updated 5/2016)