KY Valid Course List

Kentucky Uniform Academic Course Codes

704 KAR 3:540 states the following:

Section 1. (1) Local districts and schools shall use uniform academic course codes, listed and described in the Academic Course Code List, to classify all courses offered in each school when reporting to the Kentucky Department of Education.
(2) Reporting to the Kentucky Department of Education shall include the listing and linking of uniform academic courses if the listing of academic courses is required.

Section 2. The linking of local district and school codes to the uniform academic course codes shall be performed by district and school staff using the student information system.
Section 3. The Kentucky Department of Education shall annually audit the use of uniform academic course codes by districts and schools.

Section 4. Incorporation by Reference. (1) "Academic Course Code List", April 2010, is incorporated by reference. (2) This material may be inspected, copied, or obtained, subject to applicable copyright law, at the Office of Teaching and Learning, 18th Floor, Capital Plaza Tower, 500 Mero Street, Frankfort, Kentucky 40601, Monday through Friday, 8 a.m. through 4:30 p.m. (36 Ky.R. 2260; Am. 37 Ky.R. 60; eff. 7-12-2010.)

The Kentucky Uniform Academic Course Code List contains a listing of course descriptions and parameters along with certifications that fit the parameters for a given course. Please note that the table of contents and the bookmarks in each PDF document are clickable for ease of navigation. The content listed for a course cannot be changed; however, the grade range and population information listed for each course are not absolute and can vary slightly depending on the needs of the school. District should choose the course that most closely represents the students in a given course. ***The description and content of a course are the determining factors in what should be selected.***

Contact Information:

- Districts may contact Kiley Whitaker at (502) 564- 4286 or Caryn Davidson at (502) 564-2106, or email at **kiley.whitaker@education.ky.gov** or **caryn.davidson@education.ky.gov** with questions pertaining to course content.
- Districts may contact Kiley Whitaker at (502) 564- 4286 or **kiley.whitaker@education.ky.gov** with questions pertaining to technical issues.
- Districts may contact the EPSB Division of Certification at (502) 564-4606 or **dcert@ky.gov** with question pertaining to certification.
- Districts may contact Megan Cummins at (502) 696-7397 or **mcummins@kheaa.com** with questions pertaining to KEES eligibility.

Detailed information about course code considerations for specific programs and areas can be found on the Kentucky Uniform Academic Course Codes website at
http://education.ky.gov/curriculum/modcurrframe/Pages/Kentucky-Uniform-Academic-Course-Codes.aspx

HOW TO USE THIS DOCUMENT

This document contains a listing of course descriptions and parameters along with certifications that fit the parameters for a given course. The grade range and population information listed for each course are not absolute. Please choose the course that most closely represents the students in a given course.

EXAMPLE

John Q Middle School had 5th, 6th, and 7th grade students taking a Creative Art course. This course would be linked to course number **500711: Creative Art – Comprehensive**, which shows with a recommended grade range of 6th – 12th.

The courses listed in this document are not meant to replace the course titles and course numbers already in use at the school level. Schools will link their courses on the Infinite Campus "Course Master" tab OR in the "Course" tab to courses listed in this document.

Schools may have created courses that are very unique in order to meet students' needs. If a course does not meet the definition or content of one contained in this document, please use course number **909999: School Defined Course**, and code the correct content through the LEAD report.

CERTIFICATIONS

It is important to note that the certificates listed are the ones that fit ***ALL*** of the parameters for a specific course – there may be other certificates that can teach it with slightly more restrictive parameters.

It is very important to note that not all of the certificates listed under a specific course will meet the Highly Qualified Teacher standards as defined by The No Child Left Behind Act of 2001. Please refer to the Highly Qualified guidance documents located on the Education Professional Standards Board (EPSB) website at http://www.epsb.ky.gov/nclb.asp.

In addition to Highly Qualified considerations, please take note of the following information from ***The Kentucky Core Academic Standards*** with regard to middle school courses that are offered for high school credit.

High School Credit Earned in Middle School

It is expected that most students will earn these credits during their high school years. However, local school districts may offer these courses to middle level students if the following criteria are met:

- the content and the rigor of the course is the same as established in the *Kentucky Core Academic Standards*
- the students demonstrate mastery of the middle level content as specified in the *Kentucky Core Academic Standards*
- the district has criteria in place to make reasonable determination that the middle level student is capable of success in the high school course
- **the middle level course is taught by teachers with either secondary or middle level certification with appropriate content specialization**

Although middle level courses list the Provisional and Standard Elementary Certificates, Grades 1-8 as allowable under the parameters of these courses, they will not meet the above requirements for courses that are offered for high school credit.

This document is a guide; therefore the EPSB disclaims any warranties as to the validity of the information in this document. Users of this document are responsible for verifying information received through cross-referencing the official record in the EPSB's Division of Certification. The EPSB shall not be liable to the recipient, or to any third party using this document or information obtained therefrom, for any damages whatsoever arising out of the use of this document.

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Business Education
(060000)

Provides relevant learning that is a critical link to employment and post-secondary education, encourages the development of vital relationships with the business community, and promotes critical thinking and problem solving.

Business Education - Career Major Electives
(060100)

060101 - Co-op I (Bus Mgt)

Grade Level: 11 - 12
Credits: 1
Description: Cooperative Education for CTE courses provide supervised work site experience related to the student's identified career pathway. A student must be enrolled in an approved capstone course during the same school year that the co-op experience is completed. Students who participate receive a salary for these experiences, in accordance with local, state and federal minimum wage requirements.
Content: Business
Population: General

060104 - Internship (Bus Mgt)

Grade Level: 11 - 12
Credits: 1-3
Description: Internship for CTE courses provide supervised work-site experience for high school students who are enrolled in a capstone course associated with their identified career pathway. Internship experiences consist of a combination of classroom instruction and field experiences. A student receiving pay for an intern experience is one who is participating in an experience that lasts a semester or longer and has an established employee-employer relationship. A non-paid internship affects those students who participate on a short-term basis (semester or less).
Content: Business
Population: General

060107 - Business Education Co-op

Grade Level: 11 - 12
Credits: 1-3
Description: Cooperative Education for CTE courses provide supervised work site experience related to the student's identified career pathway. A student must be enrolled in an approved capstone course during the same school year that the co-op experience is completed. Students who participate receive a salary for these experiences, in accordance with local, state and federal minimum wage requirements.
Content: Business
Population: General

060108 - Business Education Internship

Grade Level: 11 - 12
Credits: 1-3
Description: Internship for CTE courses provide supervised work-site experience for high school students who are enrolled in a capstone course associated with their identified career pathway. Internship experiences consist of a combination of classroom instruction and field experiences. A student receiving pay for an intern experience is one who is participating in an experience that lasts a semester or longer and has an established employee-employer relationship. A non-paid internship affects those students who participate on a short-term basis (semester or less).
Content: Business
Population: General

060110 - Introduction to Business

Grade Level: 9 - 12
Credits: 1
Description: Business careers, terminology, and the interrelationships and complexities of business are introduced and examined in this survey course.
Content: Business
Population: General

060111 - Business Principles and Applications

Grade Level: 9 - 10
Credits: 1
Description: This course establishes basic foundations for further study in business and marketing courses and provides essential information for making financial and economic decisions. Students learn about the fundamentals of the American free enterprise system and world economies; application of sound money management for personal and family finances; credit management; consumer rights and responsibilities; forms of business ownership; risk and insurance; and the importance of international trade
Content: Business
Population: General

060112 - Digital Literacy

Grade Level: 9 - 12
Credits: 1
Description: Students will use a computer and application software including word processing, presentations, database, spreadsheets, internet, and email to prepare documents and reports.
Content: Computer and Technology Applications (Advanced)
Population: General

060113 - Keyboarding Applications - 7th & 8th Grade

Grade Level: 7 - 8
Credits: 0-1
Description: This course is designed for students who have little or no keyboarding experience. Keyboarding Applications will develop the touch system of keying with added emphasis on the development of proper keyboarding techniques, speed, and accuracy. Six to nine weeks will be spent developing the touch system. The student will apply techniques for proofreading, editing, word division, capitalization, and punctuation for production of mail able copies of letters, simple business forms, tabulated information, and manuscripts. After completion of Keyboarding Applications, a student may take either Word Processing or Computer and Technology Applications.
Content: Business
Population: General

060114 - Touch Keyboarding for 4-6th Grade

Grade Level: 4 - 6
Credits: 0
Description: This is a six-to-nine week course where students will develop skills in operating a keyboard by touch with emphasis on entering the alphabet, numbers, and symbols with proper technique.
Content: Touch Keyboarding
Population: General

060121 - Business Law

Grade Level: 10 - 12
Credits: 1, 2, 3
Description: This course develops an understanding of legal rights and responsibilities in personal law and business law with applications applied to everyday roles as consumers, citizens, and workers. The student will have an understanding of the American legal system, courts/court procedures, criminal justice system, torts, the civil justice system, oral and written contracts, sales contracts and warranties, and consumer protection. Legal terminology is emphasized.
Content: Business
Population: General

060122 - Accounting and Finance Foundations

Grade Level: 9 - 12
Credits: 1
Description: This course will provide an introduction to both areas of accounting and finance. Topics will include banking, credit, financial literacy, career exploration, spreadsheet usage, and technical writing. The accounting principles taught in this course are based on a double-entry system and include preparing bank reconciliations, payroll taxes, and financial statements. Detailed career exploration in the various fields of accounting will be available.
Content: Business
Population: General

060142 - Word Processing

Grade Level: 9 - 12
Credits: 1
Description: This course is designed for students who have already developed proficiency in Exploratory Computers (or its equivalent). The student will spend two to three weeks reviewing the touch system of keying with emphasis on proper technique and developing speed and accuracy. The student will apply techniques for composing, proofreading, editing, word division, capitalization, and punctuation for production of mail able copies of letters, business forms, tables, and reports. In-depth instruction for the generation of desktop publishing documents, spreadsheets, graphics, graphs, charts, and databases through application is a vital part of this course. The student will also research career opportunities in computer-related careers. A computerized workstation with appropriate software is required for each student.
Content: Business
Population: General

060155 - Business Communications

Grade Level: 9 - 12
Credits: 1-3
Description: The study of written, oral, and electronic communication in a business environment. Emphasis is on writing letters, presenting business reports, using the telephone, electronic transfer of information, listening, interpreting, and developing business messages.
Content: Business
Population: General

060160 - Computer and Technology Concepts

Grade Level: 6 - 6
Credits: 0
Description: This course is a 9-12 weeks course designed for students in 6th grade who have minimal keyboarding experience. Computer and Technology Concepts will develop the touch system of keying with added emphasis on the development of proper keying techniques, speed, and accuracy. The first six weeks will focus on proper techniques utilizing the touch system. The final three weeks will allow the students to develop and demonstrate knowledge of basic word processing skills such as formatting letters in various letter styles, short reports with and without references, and tables. Additional emphasis will be placed on basic communications skills such as proofreading, grammar, word division, and the proper application of proofreader's marks to demonstrate the importance of mail able copy. Different telecommunications concepts may be addressed through simulation or application.
Content: Business
Population: General

060161 - Business/Marketing Concepts and Applications

Grade Level: 7 - 7
Credits: 0
Description: This course establishes basic foundations for further study in business and marketing courses and provides essential information for making financial and economic decisions. Students learn about the fundamentals of the American Free Enterprise System and work economics; application of sound money management for personal and family finances; credit management, consumer rights and responsibilities; forms of business ownership; risk and insurance; and the importance of international trade. Leadership will be provided through FBLA and/or DECA.
Content: Business
Population: General

060170 - Financial Literacy (for CTE Credit)

Grade Level: 9 - 12
Credits: 1
Description: This course is designed to provide students with the knowledge and skills to manage one's financial resources effectively for lifetime financial security. Topics include economics, money in the economy, budgeting, credit, consumer rights, investments and retirement planning. A correlation to the math content in the program of studies was used in developing this course to count as a 4th math elective. Leadership development will be provided through FBLA/DECA.
Content: Business
Population: General

060171 - Financial Literacy for Math Credit (Business)

Grade Level: 9 - 12
Credits: 1E
Description: This course is designed to provide students with the knowledge and skills to manage one's financial resources effectively for lifetime financial security. Topics include economics, money in the economy, budgeting, credit, consumer rights, investments and retirement planning. A correlation to the math content in the program of studies was used in developing this course to count as a 4th math elective. Leadership development will be provided through FBLA/DECA.
Content: Financial Literacy for the Math Elective Requirement
Population: General

060172 - Math for Business and Industry for CTE credit

Grade Level: 9 - 11
Credits: 1
Description: Enables student to explore mathematical content for personal, business, and industrial use; concepts are applied through problem-solving and real-world situations
Content: Business
Population: General

060185 - Entrepreneurship

Grade Level: 11 - 12
Credits: 1, 2, 3
Description: This course is designed to provide students the skills needed to effectively organize, develop, create and manage their own business. This course is based on the business and marketing core that includes communication skills, economics, financial analysis, operations, promotion and selling. The culminating project of the course is the development of a comprehensive business plan. Cooperative education or shadowing experiences may be used to enhance course instruction
Content: Business
Population: General

060188 - International Business

Grade Level: 11 - 12
Credits: 1, 2, 3
Description: This course is designed to provide students with basic knowledge and skills related to international economic activities and global business transactions. Students will examine the relationship of global business activities to nations, companies, and individuals in their roles as workers, consumers, and citizens; and will examine economic, cultural, geographic, historic, and technological influences on global business activities, management principles, human relation theories, information systems, production, marketing, and finance activities.
Content: Business
Population: General

060190 - Math for Business and Industry for credit in Math

Grade Level: 9 - 12
Credits: 1
Description: Enables student to explore mathematical content for personal, business, and industrial use; concepts are applied through problem-solving and real-world situations. A correlation to the math content in the Program of Studies was used in developing this course to count for the 4th math elective.
Content: Math for Business and Industry for the Math Elective Requirement
Population: General

060195 - Business and Marketing Career Exploration - 8th & 9th Grade

Grade Level: 8 - 9
Credits: 1
Description: This course provides students with a survey of skills needed for school-to-work transition. Opportunities to explore the business and marketing career cluster and career paths, to heighten self-awareness, and to develop priorities and career decision-making skills are also provided. A variety of instructional resources, self-assessment instruments, and career interest surveys are included in the updating of the Individual Learning Plan (ILP). Interpersonal skill development and orientation to word processing, computer spreadsheet, and database are included.
Content: Business
Population: General

060196 - Leadership Dynamics - Business

Grade Level: 9 - 12
Credits: 1/2 - 1
Description: This course is designed to assist students with developing skills needed to be successful leaders and responsible members of society. This student will develop personal attributes and social skills. Emphasis will be placed on interpersonal skills, team building, communication, personal development and leadership. This course will include opportunities for students to apply their knowledge.
Content: Leadership Dynamics
Population: General

060197 - Special Topics, Business

Grade Level: 9 - 12
Credits: 1/2-1
Description: Instruction related to Business but not described in above courses.
Content: Business
Population: General

060198 - Business Technology

Grade Level: 9 - 12
Credits: 1
Description: This course is designed to be a hands-on exploration of business technologies in the following areas: accounting, finance and credit, business management, marketing, economics, and computer applications.
Content: Business
Population: General

060199 - Web Page Design

Grade Level: 10 - 12
Credits: 1
Description: Students analyze the structure of the worldwide web, apply basic principles of web documents and HTML, and develop multi-media web pages. Course content will include the understanding of hypertext and web structures. Equipment such as scanners, digital and video cameras, and sound recording devices will be utilized through hands-on instruction
Content: Web Page Design
Population: General

Business Education - Finance
(060300)

A group of instructional programs that prepare individuals to perform financial or banking services. Includes instruction in credit collection, transit routing of notes and drafts, receiving and paying out money, and functions associated with processing loans and insurance claims. Any course not found under this career major/sub code may be found in another career major/sub code within this program area.

060311 - Financial Services I

Grade Level: 10 - 12
Credits: 1, 2, 3
Description: This course is designed for students interested in pursuing a career in the financial institution field. It involves operation of a student financial center in cooperation with a sponsoring bank, which provides application of banking and financial procedures.
Content: Business
Population: General

060351 - Financial Services II

Grade Level: 11 - 12
Credits: 1, 2, 3
Description: Financial Services II is a continuation of Financial Services I, providing opportunities to enhance students' math and English portfolio writings. Students continue to learn and practice financial activities associated with the operation of a bank and other finance-related institutions in addition to assuming management and supervisory responsibilities, including training "new employees." Students will participate in a work-based learning experience (i.e., co-op, internship, shadowing, mentoring, etc.).
Content: Business
Population: General

060353 - Personal Finance

Grade Level: 9 - 12
Credits: 1
Description: This Area Technology Course provides information needed to make intelligent choices and take effective action in the management of personal resources is provided. Topics include financial planning, buying, borrowing, saving, budgeting, investing, insurance and taxes.
Content: Business
Population: General

060397 - Special Topics, Financial Services

Grade Level: 9 - 12
Credits: 1/2-1
Description: Instruction related to Financial Services but not described in above courses.
Content: Business
Population: General

060399 - Advanced Finance and Credit

Grade Level: 11 - 12
Credits: 1, 2, 3
Description: This course is designed to develop an understanding of financial markets, investing institutions, and the finance and credit industry in our economic system. It includes an introduction to the allocation of financial resources, the effects of the finance and credit institutions on the business community, and the impact that financial decisions have on the consumer market. Areas of study include stock markets, bonds, futures, commodities, interest rates and the economy, interpretation of financial information, insurance and risk management, and job opportunities in the finance and credit area. This course should include real and/or simulated occupational experiences and projects
Content: Business
Population: General

Business Education - Business Management
(060400)

A group of courses that describes the planning, organizing, and various theories of management; knowledge and understanding necessary in decision making; personnel selection; leadership abilities; and speech preparation. Any course not found under this career major/sub code may be found in another career major/sub code within this program area.

060410 - Introduction to Business Management

Grade Level: 10 - 12
Credits: 0.5
Description: This Area Technology Center course introduces the concepts and principles of effective business management and includes forms of business ownership, typical business organizational structures, relationship of business to the community, and the effect of government regulations on businesses.
Content: Business
Population: General

060411 - Business Management

Grade Level: 11 - 12
Credits: 1, 2, 3,
Description: This course emphasizes the skills needed for managing a business that involves the selection and supervision of employees including efficient use of time, personnel, facilities, and financial resources. Students will explore forms of business ownership; typical business organizational structure; product or service promotion in business; effective communications; human relations skills required in dealing with employees; and effective management strategies used in personnel, finance, production, marketing, and information processing.
Content: Business
Population: General

060497 - Special Topics, Business Management

Grade Level: 9 - 12
Credits: 1/2, 1
Description: Instruction related to Business Management but not described in above courses.
Content: Business
Population: General

060511 - Business Economics for CTE credit

Grade Level: 9 - 12
Credits: 1/2, 1
Description: This course provides an in-depth study of how people produce, distribute and consume goods and services. Economic terminology, theory, and a comparison of economic systems and policies are integral to the course.
Content: Business
Population: General

060596 - Business Economics for Economics credit within Social Studies

Grade Level: 9 - 12
Credits: 1/2-1
Description: This course is designed to be a comprehensive study of economics which meets the economics requirement for graduation. It provides an in-depth study of how people produce, distribute and consume goods and services. Economic terminology, theory and a comparison of economics systems and policies are integral to the course.
Content: Business Economics for Economics Credit within Social Studies
Population: General

Business Education - Multimedia
(060700)

A program that prepares individuals to function in an organization as a composer, editor and proofreader of business or business-related communications

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060751 - Multimedia Publishing

Grade Level: 10 - 12
Credits: 1-3
Description: This hands-on course applies publishing and presentation concepts through the development of sophisticated business documents and projects. These documents include, but are not limited to tri-fold brochures, manuscripts, reports, bi-fold programs, catalogs, newsletters, flyers, business forms, graphs, web pages, on-screen presentations, and video productions. Equipment such as scanners, digital cameras, video cameras, and color laser printers, may be utilized in creating documents. Formatting, editing, page layout, and design concepts are taught. Distribution ready publication standards are applied to all projects. Students will develop communication skills, problem-solving techniques, cooperative learning, and interpersonal skills.
Content: Business
Population: General

060761 - Advanced Multimedia Publishing

Grade Level: 11 - 12
Credits: 1-3
Description: This hands-on course applies advanced web design, publishing, and presentation concepts through the development of sophisticated documents and projects which includes, but is not limited to: web sites, web databases, web movies, video editing and production, television productions. This course is designed around the learning goals of the instructor utilizing hardware and software available.
Content: Business
Population: General

060799 - Special Topics, Multimedia Publishing

Grade Level: 9 - 12
Credits: 1/2-1
Description: Instruction related to Multimedia Publishing but not described in above courses.
Content: Business
Population: General

Business Education - Accounting
(070100)

Prepares individuals to systematize data by applying auditing principles, preparing budgets and financial statements, basic accounting elements, bookkeeping principles in real-world settings, financial management, corporate bookkeeping, advanced basic accounting, accounting cycle, depreciation, and accruals. Any course not found under this career major/sub code may be found in another career major/sub code within this program area.

070122 - Financial Accounting

Grade Level: 10 - 12
Credits: 1-3
Description: The accounting principles taught in this course include an in-depth study of accounting principles, procedures, and techniques used in keeping financial records for sole proprietorships, partnerships, and corporations. There is an emphasis on automated accounting. Topics include a more analytical approach to accounting. Leadership development will be provided through FBLA
Content: Business
Population: General

070125 - Advanced Accounting

Grade Level: 11 - 12
Credits: 1
Description: College Accounting uses an integrated approach to teach accounting. Students first learn how businesses plan for and evaluate their operating, financing, and investing decisions and then how accounting systems gather and provide data to internal and external decisions makers. This year-long course covers all the learning objectives of a traditional college level financial accounting course, plus those from a managerial accounting course. Topics include an introduction to accounting, accounting information systems, time value of money, and accounting for merchandising firms, sales and receivables, fixed assets, debt and equity. Other topics include statement of cash flows, financial ratios, cost-volume profit analysis and variance analysis.
Content: Business
Population: General

070197 - Special Topics, Accounting Services

Grade Level: 9 - 12
Credits: 1/2-1
Description: Instruction related to Accounting Services but not described in above courses.
Content: Business
Population: General

Business Education - Data Base Management
(070300)

A group of instructional programs that prepare individuals to analyze and design data processing system configurations; write, test, monitor, debug, and maintain data processing programs; and operate computers and peripheral and data entry equipment. Any course not found under this career major/sub code may be found in another career major/sub code within this program area.

070331 - Data Modeling/SQL

Grade Level: 9 - 12
Credits: 1/2-1
Description: This course allows students to transform business requirements into an operational database using a systematic approach. Students will be engaged using data storage and retrieval techniques through activities that require teamwork, presentation skills, logical problem-solving, journaling and reflective thinking. Students will create and maintain database objects, and store, retrieve, and manipulate data. Demonstrations and hands-on practice will be used for learning concepts. Students will apply SQL, an industry-standard language, to learn to build and manage database systems. Students will also learn interviewing skills and project management.
Content: Business
Population: General

070397 - Special Topics, Data Base Management

Grade Level: 9 - 12
Credits: 1/2-1
Description: Instruction related to Data Management but not described in above courses.
Content: Business
Population: General

070399 - Web Data Management

Grade Level: 9 - 12
Credits: 1, 2, 3
Description: This course will allow students to use the Oracle Academy curriculum to enhance their knowledge of Data Modeling and SQL programming
Content: Business
Population: General

Business Education - Administrative Support
(070600)

A group of instructional programs that prepare individuals to record and transcribe communications and to provide administrative support. Any course not found under this career major/sub code may be found in another career major/sub code within this program area.

070697 - Special Topics, Administrative Support Services

Grade Level: 9 - 12
Credits: 1/2-1
Description: Special topics expand course offerings, as well as address local office issues as new technology is developed. Topics may vary from semester to semester at the discretion of the instructor; courses may be repeated with different topics to a maximum of three credit hours.
Content: Business
Population: General

Business Education - Information Processing
(070700)

A group of instructional programs that prepare individuals to record, duplicate, and retrieve data, including classifying, sorting and filing correspondence, records, and other data. Includes instruction in shipping and receiving procedures, stock and inventory maintenance, and operation of office machines. Any course not found under this career major/sub code may be found in another career major/sub code within this program area.

070711 - Software Integration

Grade Level: 10 - 12
Credits: 1
Description: Expands computer skills through the use of spreadsheets, database management, word processing and presentation software for the integration of information.
Content: Business
Population: General

070743 - Advanced Computer Applications

Grade Level: 10 - 12
Credits: 1, 2, 3
Description: This course is designed to provide students with an advanced-level experience with practical applications through hands-on instruction. Course content will include understanding of various hardware, software, operating systems, care/operations, administrative applications, and employability skills. The software includes advance business applications using word processing, presentation, spreadsheets, database management, desktop publishing, and electronic communication. Leadership development will be provided through FBLA. Upon completion of this course, a student will be ready to take the core level tests for MOS Certification and/or the Administrative Supports Skill Standard Assessment.
Content: Computer and Technology Applications (Advanced)
Population: General

070750 - Microsoft Office Specialist (MOS/MCAS)

Grade Level: 11 - 12
Credits: 1-3
Description: This course is an extension of Computer and Technology Applications or Advanced Computer Applications, students will have the opportunity to increase their computer skills. Advanced functions and integration of Microsoft Word, Excel, Access, and PowerPoint will be taught. Students will work toward MOS Certification in one or more of these Microsoft areas. In addition students will utilize Internet access to complete various projects.
Content: Business
Population: General

070797 - Special Topics, Information Processing Services

Grade Level: 9 - 12
Credits: 1/2-1
Description: Instruction related to Information Processing Services but not described in above courses.
Content: Business
Population: General

Business Education - Legal Office Services
(070800)

A group of instructional programs that prepare students to work in a legal office.

070881 - Legal Office

Grade Level: 11 - 12
Credits: 1, 2, 3
Description: This course enables students to gain concepts, skills, and techniques in legal terminology and various forms used in the legal profession.
Content: Business
Population: General

070897 - Special Topics, Legal Office Services

Grade Level: 9 - 12
Credits: 1
Description: Instruction related to Data Management but not described in above courses.
Content: Business
Population: General

Business Education - Medical Office Services
(070900)

A group of instructional programs that prepare students to work in with medical office records.

070971 - Medical Office

Grade Level: 11 - 12
Credits: 1, 2, 3
Description: This course enables students to gain concepts, skills, and techniques in medical terminology and various forms used in the medical profession.
Content: Business
Population: General

070997 - Special Topics, Medical Office Services

Grade Level: 9 - 12
Credits: 1/2-1
Description: Instruction related to Data Management but not described in above courses.
Content: Business
Population: General

Business Education - Business Technology
(071000)

Provides students the opportunity to take any four credits in the business education curriculum

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071097 - Special Topics, Business Technology

Grade Level: 9 - 12
Credits: 1/2-1
Description: Instruction related to any business education course but not described in above courses.
Content: Business
Population: General