



Department of Career and Technical Education  
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## Coordinated Plans of Study for Career and Technical Education Scholarship **Business and Office Technology**

Business Management & Administration Cluster <i>Administrative &amp; Information Support Pathway</i>			Business Management & Administration Cluster <i>Management Pathway</i>			Business Management & Administration Cluster <i>Business Financial Management &amp; Accounting Pathway</i>			Finance Cluster <i>Business Finance Pathway</i>		
Course Code	Description	No. of Cr	Course Code	Description	No. of Cr	Course Code	Description	No. of Cr	Course Code	Description	No. of Cr
14024	Business Computer Applications	1/2 or 1	14230	Introduction to Business	1/2 or 1	14010	Accounting I	1/2	14010	Accounting I	1/2
14096	Word Processing	1/4, 1/2 or 1	14111	Entrepreneurship	1/2 or 1	14011	Accounting II	1/2	14011	Accounting II	1/2
14025	Spreadsheets	1/4 or 1/2	14024	Business Computer Applications	1/2 or 1	14012	Accounting III	1/2	14012	Accounting III	1/2
14026	Database	1/4 or 1/2	14096	Word Processing	1/4, 1/2 or 1	14013	Accounting IV	1/2	14013	Accounting IV	1/2
14028	Communication Technologies	1/2 or 1	14025	Spreadsheets	1/4 or 1/2	14024	Business Computer Applications	1/2 or 1	14024	Business Computer Applications	1/2 or 1
14029	Electronic Presentations	1/4 or 1/2	14026	Database	1/4 or 1/2	14096	Word Processing	1/4, 1/2 or 1	14096	Word Processing	1/4, 1/2 or 1
14099	Multimedia	1/2 or 1	14028	Communication Technologies	1/2 or 1	14025	Spreadsheets	1/4 or 1/2	14025	Spreadsheets	1/4 or 1/2
14022	Web Design	1/2 or 1	14050	Business Math	1/2 or 1	14050	Business Math	1/2 or 1	14050	Business Math	1/2 or 1
14050	Business Math	1/2 or 1	14060	Business Communication	1/2 or 1	14060	Business Communication	1/2 or 1	14060	Business Communication	1/2 or 1
14060	Business Communication	1/2 or 1	14029	Electronic Presentations	1/4 or 1/2	14026	Database	1/4 or 1/2	14026	Database	1/4 or 1/2
14098	Desktop Publishing	1/4, 1/2 or 1	14099	Multimedia	1/2 or 1	14028	Communication Technologies	1/2 or 1	14028	Communication Technologies	1/2 or 1
14079	Business Technology & Procedures	1/2 or 1	14010	Accounting I	1/2	14029	Electronic Presentations	1/4 or 1/2	14029	Electronic Presentations	1/4 or 1/2
14010	Accounting I	1/2	14011	Accounting II	1/2	14099	Multimedia	1/2 or 1	14099	Multimedia	1/2 or 1
14011	Accounting II	1/2	14012	Accounting III	1/2	14230	Introduction to Business	1/2 or 1	14230	Introduction to Business	1/2 or 1
14090	Personal & Business Law	1/2 or 1	14013	Accounting IV	1/2	14111	Entrepreneurship	1/2 or 1	14111	Entrepreneurship	1/2 or 1
14095	Financial Literacy	1/2 or 1	14090	Personal & Business Law	1/2 or 1	14090	Personal & Business Law	1/2 or 1	14090	Personal & Business Law	1/2 or 1
14230	Introduction to Business	1/2 or 1	14095	Financial Literacy	1/2 or 1	14095	Financial Literacy	1/2 or 1	14095	Financial Literacy	1/2 or 1
14999	Cooperative Work Experience	1/2 to 2	14999	Cooperative Work Experience	1/2 to 2	14999	Cooperative Work Experience	1/2 to 2	14999	Cooperative Work Experience	1/2 to 2
04077	Business Challenge I	1/2	04077	Business Challenge I	1/2	04077	Business Challenge I	1/2	04077	Business Challenge I	1/2
04078	Business Challenge II	1/2	04078	Business Challenge II	1/2	04078	Business Challenge II	1/2	04078	Business Challenge II	1/2
04079	Business Challenge III	1/2	04079	Business Challenge III	1/2	04079	Business Challenge III	1/2	04079	Business Challenge III	1/2
Must complete at least 2 credits			Must complete at least 2 credits			Must complete at least 2 credits			Must complete at least 2 credits		