



Northeast Regional Career & Technical Education Pathway Plan

Cluster: Business Support Services

Pathways: Business Administration & Support

This Career Pathway can serve as a guide, along with other career planning materials, as students continue on a career path. Courses listed within this plan are only recommended coursework and should be individualized to meet each student's educational and career goals. 28 credits needed for graduation.

Student Name: _____
 Grade: _____
 School Name: _____

REQUIRED Academic

	Gr.8	Gr.9	Gr.10	Gr.11	Gr.12	Workbased Learning Experiences		
Language Arts		English I	English II	English III	English IV	<i>High School WBL</i>	Internships	
Math		Math	Math II	Math III	Math IV	CTE Internships	Virtual Tours	
Science		an Earth Science	Biology	a Physical Science		Job Shadowing	Apprenticeships	
Social Studies		World History	Amer. Hist. I/II	Civics/Economics		Field Trips		
Other		Health/PE				Classroom Speakers	<i>Workforce Dev WBL</i>	
	Students planning to attend a 4 year university should take two levels of the same foreign language.					Virtual Tours	Internships	
	Writing intensive coursework is highly recommended.					FBLA	Apprenticeships	
	Electives--Students choose from CTE Foundation & Enhancement options below.						On-the-job Training	
Foundation	Complete minimum of 4 courses to earn CTE Concentrator Status--one must be starred * course					<i>Com College WBL</i>	Simulations	
	Foundational Options (or their CCP Equivalents)					Shadowing		
	Principles of Business and Finance		Business Financial Planning*			Articulated College Credit Opportunities		
	Microsoft Word/Excel/SharePoint		Virtual Enterprise					
	Accounting I, II*		Entrepreneurship I*, II			BA10 (6311) Accounting I	ACC-115 College Accounting OR	
	Business Management*/IB*		Project Management I, II*, II, II Technology*				ACC-118 Accounting Fundamentals I	
Business Law*		Advanced Studies			BA20 (6312) Accounting II	ACC-115 College Accounting OR		
Enhancement	Students Can Opt to Replace One Foundation Course Above with Enhancement Course						ACC-118 Accounting Fundamentals I OR	
	Career Management		Multimedia and Webpage Design				ACC-119 Accounting Fundamentals II	
	Marketing/Strategic Marketing		Personal Finance			BM10 (6417) Microsoft Word/PP	CIS-111 Basic PC Literacy OR	
Credentials	CTE Internship/Apprenticeship		Personal and Professional Skills				CIS-124 DTP Graphics Software OR	
	Accounting I		Intuit Quickbooks Certified User				OST-136 Word Processing	
	Accounting II		Intuit Quickbooks Certified User			BD10 (6414) Multimedia Webpag	WEB-110 Internet/Web Fundamentals OR	
	Personal Finance		EverFi and WiSE Financial				WEB-120 Intro Internet Multimedia	
	Microsoft Word		MOS Specialist Word and PowerPoint			BF05 (8726) Personal Finance	BUS-125 Personal Finance	
	Microsoft Excel		MOS Specialist Excel and ACCESS					
Career Management		Conover Credential Workplace Readiness/Job Readiness						
Business/Industry Certification Options through Community College and Workforce Development are dependant upon the degree and course requirements.								

CTE Preparation

Career Counseling

8th Grade	9-12th Grade
Exploring Career Decisions	ACT Aspire
learning styles inventory	ACT Engage
Career counseling plans grades 8 - 14+	ACT WorkKeys (Career Readiness Certification)

Career Diploma Endorsement Requirements
CTE Concentrator Status
2.6 Unweighted GPA
Minimum of one industry credential