Subject Area - Business Education (Non-Career Technical)

Subject Area	Subject Definition	Suggested Subj Area for Credit	Certificate Type	Certificate Code	Certificate Grade Levels	License Type	License Code	License Grade Levels
Accounting 030100	Instruction focuses on the management of a company's financial resources including the accounting cycle, financial statements, and interpretation and use of financial data. Content should be based on National Business Education Association (NBEA) content standards.	BUS	CH - Comprehensive High School	030010-All Areas Of Business Education (7-8)	7 - 8	AD - Adolescence to Young Adult	030000-All Areas Of Business (7-12)	7 - 12
						AD - Adolescence to Young Adult	030300-Bookkeeping/Basic Business	7 - 12
			CH - Comprehensive High School	030325-Bookkeeping/Basic Business (9-12)	7 - 12	CT - Career Technical	140100-Accounting	4 - 12
			HS - High School (7-12)	030000-All Areas Of Business (7-12)	7 - 12	CT - Career Technical	140200-Business Information Technology	4 - 12
			HS - High School (7-12)	030050-Business Education W/O Shorthand	7 - 12	CT - Career Technical	140300-Administrative/Office Technology	4 - 12
			HS - High School (7-12)	030100-Accounting & Bookkeeping	7 - 12	CT - Career Technical	140550-Integrated Business	4 - 12
			HS - High School (7-12)	030300-Bookkeeping/Basic Business	7 - 12	CT - Career Technical	140800-Business Management	4 - 12
			VO - Vocational-Standard	140100-Accounting				
			VO - Vocational-Standard	140200-Business Information Technology				
			VO - Vocational-Standard	140300-Administrative/Office Technology				
			VO - Vocational-Standard	140800-Business Management				
			VO - Vocational-Standard	149000-Voc. B.O.E. Comprehensive				
			VO - Vocational-Standard	149001-Vocational B.O.E. W/O Data Processing				
			VO - Vocational-Standard	149002-Vocational B.O.E. W/O Shorthand				
			VO - Vocational-Standard	149003-Voc. B.O.E. W/O Data Processing & Shorthand				
Business Mathematics 030500	Students develop the skills necessary to solve mathematical problems, analyze and interpret data, and apply sound decision-making skills in business. Content should be based on National Business Education Association (NBEA) content standards.	BUS, MTH	CH - Comprehensive High School	030010-All Areas Of Business Education (7-8)	7 - 8	AD - Adolescence to Young Adult	030000-All Areas Of Business (7-12)	7 - 12
						AD - Adolescence to Young Adult	030300-Bookkeeping/Basic Business	7 - 12
			CH - Comprehensive High School	030325-Bookkeeping/Basic Business (9-12)	7 - 12	AD - Adolescence to Young Adult	110000-Mathematics	7 - 12
			HS - High School (7-12)	030000-All Areas Of Business (7-12)	7 - 12	AD - Adolescence to Young Adult	110094-Integrated Mathematics	7 - 12
			HS - High School (7-12)	030050-Business Education W/O Shorthand	7 - 12	CT - Career Technical	140100-Accounting	4 - 12
			HS - High School (7-12)	030300-Bookkeeping/Basic Business	7 - 12	CT - Career Technical	140200-Business Information Technology	4 - 12
			HS - High School (7-12)	110000-Mathematics	7 - 12	CT - Career Technical	140300-Administrative/Office Technology	4 - 12
			VO - Vocational-Standard	140100-Accounting		CT - Career Technical	140550-Integrated Business	4 - 12
			VO - Vocational-Standard	140200-Business Information Technology		CT - Career Technical	140800-Business Management	4 - 12
			VO - Vocational-Standard	140300-Administrative/Office Technology				
			VO - Vocational-Standard	140800-Business Management				
			VO - Vocational-Standard	149000-Voc. B.O.E. Comprehensive				
			VO - Vocational-Standard	149001-Vocational B.O.E. W/O Data Processing				
			VO - Vocational-Standard	149002-Vocational B.O.E. W/O Shorthand				
			VO - Vocational-Standard	149003-Voc. B.O.E. W/O Data Processing & Shorthand				
Business Communications 030600	Students master the oral and written communication skills essential to interacting effectively with people in the workplace and society. Content should be based on National Business Education Association (NBEA) content standards.	BUS, ENG	CH - Comprehensive High School	030010-All Areas Of Business Education (7-8)	7 - 8	AD - Adolescence to Young Adult	030000-All Areas Of Business (7-12)	7 - 12
						AD - Adolescence to Young Adult	050000-English	7 - 12
			CH - Comprehensive High School	050012-English (9-12)	7 - 12	AD - Adolescence to Young Adult	050145-Integrated Language Arts	7 - 12
			CH - Comprehensive High School	059950-All Areas Of Communications (7-8)	7 - 8	CT - Career Technical	140350-Legal Management	4 - 12
			HS - High School (7-12)	030000-All Areas Of Business (7-12)	7 - 12	CT - Career Technical	140370-Medical Management	4 - 12
			HS - High School (7-12)	030050-Business Education W/O Shorthand	7 - 12	CT - Career Technical	140550-Integrated Business	4 - 12
			HS - High School (7-12)	050000-English	7 - 12			
			HS - High School (7-12)	059901-Comprehensive Communications	K - 12			
			VO - Vocational-Standard	149000-Voc. B.O.E. Comprehensive				
			VO - Vocational-Standard	149001-Vocational B.O.E. W/O Data Processing				
			VO - Vocational-Standard	149002-Vocational B.O.E. W/O Shorthand				
			VO - Vocational-Standard	149003-Voc. B.O.E. W/O Data Processing & Shorthand				
Business Law 030900	Addresses statutes and regulations affecting businesses, families and individuals in their related roles. Content should be based on National Business Education Association (NBEA) content standards.	BUS	CH - Comprehensive High School	030010-All Areas Of Business Education (7-8)	7 - 8	AD - Adolescence to Young Adult	030000-All Areas Of Business (7-12)	7 - 12
						CT - Career Technical	140100-Accounting	4 - 12
			HS - High School (7-12)	030000-All Areas Of Business (7-12)	7 - 12	CT - Career Technical	140200-Business Information Technology	4 - 12
			HS - High School (7-12)	030050-Business Education W/O Shorthand	7 - 12	CT - Career Technical	140300-Administrative/Office Technology	4 - 12
			VO - Vocational-Standard	140100-Accounting		CT - Career Technical	140350-Legal Management	4 - 12
			VO - Vocational-Standard	140200-Business Information Technology		CT - Career Technical	140550-Integrated Business	4 - 12
			VO - Vocational-Standard	140300-Administrative/Office Technology		CT - Career Technical	140800-Business Management	4 - 12
			VO - Vocational-Standard	140800-Business Management				
			VO - Vocational-Standard	149000-Voc. B.O.E. Comprehensive				
			VO - Vocational-Standard	149001-Vocational B.O.E. W/O Data Processing				
			VO - Vocational-Standard	149002-Vocational B.O.E. W/O Shorthand				
			VO - Vocational-Standard	149003-Voc. B.O.E. W/O Data Processing & Shorthand				

Subject Area - Business Education (Non-Career Technical)

Subject Area	Subject Definition	Suggested Subj Area for Credit	Certificate Type	Certificate Code	Certificate Grade Levels	License Type	License Code	License Grade Levels
Personal Finance 031500	Students develop and utilize rational decision-making processes to form personal financial decisions in their roles as citizens, workers, and consumers. Content should be based on National Business Education Association (NBEA) content standards.	BUS	CH - Comprehensive High School	030010-All Areas Of Business Education (7-8)	7 - 8	AD - Adolescence to Young Adult	030000-All Areas Of Business (7-12)	7 - 12
						AD - Adolescence to Young Adult	030300-Bookkeeping/Basic Business	7 - 12
			CH - Comprehensive High School	030325-Bookkeeping/Basic Business (9-12)	7 - 12	CT - Career Technical	040800-General Marketing	4 - 12
			HS - High School (7-12)	030000-All Areas Of Business (7-12)	7 - 12	CT - Career Technical	140100-Accounting	4 - 12
			HS - High School (7-12)	030050-Business Education W/O Shorthand	7 - 12	CT - Career Technical	140200-Business Information Technology	4 - 12
			HS - High School (7-12)	030300-Bookkeeping/Basic Business	7 - 12	CT - Career Technical	140300-Administrative/Office Technology	4 - 12
			VO - Vocational-Standard	040000-Distributive Education		CT - Career Technical	140550-Integrated Business	4 - 12
			VO - Vocational-Standard	040800-General Marketing		CT - Career Technical	140800-Business Management	4 - 12
			VO - Vocational-Standard	049950-General Marketing				
			VO - Vocational-Standard	140100-Accounting				
			VO - Vocational-Standard	140200-Business Information Technology				
			VO - Vocational-Standard	140300-Administrative/Office Technology				
			VO - Vocational-Standard	140800-Business Management				
			VO - Vocational-Standard	149000-Voc. B.O.E. Comprehensive				
			VO - Vocational-Standard	149001-Vocational B.O.E. W/O Data Processing				
			VO - Vocational-Standard	149002-Vocational B.O.E. W/O Shorthand				
			VO - Vocational-Standard	149003-Voc. B.O.E. W/O Data Processing & Shorthand				
Computer Programming 031700	Students design, develop, test and implement computer programs using structural/procedural, objective oriented, data description, scripting/control, and/or mark-up languages. Content should be based on National Business Education Association (NBEA) content standards.	BUS, TEC	ANY STANDARD CERTIFICATE/LICENSE	111700-Computer Science	K - 12	ANY STANDARD CERTIFICATE/LICENSE	111770-Computer Technology	K - 12
			ANY STANDARD CERTIFICATE/LICENSE	111750-Computer Science K-12	K - 12	AD - Adolescence to Young Adult	030000-All Areas Of Business (7-12)	7 - 12
			ANY STANDARD CERTIFICATE/LICENSE	111770-Computer Technology	K - 12	AD - Adolescence to Young Adult	111700-Computer Science	7 - 12
			CH - Comprehensive High School	030010-All Areas Of Business Education (7-8)	7 - 8	CT - Career Technical	140200-Business Information Technology	4 - 12
						CT - Career Technical	140550-Integrated Business	4 - 12
			CH - Comprehensive High School	031700-Data Systems	7 - 12	MA - Multi-Age	111780-Computer Information Science	P - 12
			CH - Comprehensive High School	031750-Data Processing (9-12)	7 - 12			
			HS - High School (7-12)	030000-All Areas Of Business (7-12)	7 - 12			
			HS - High School (7-12)	030050-Business Education W/O Shorthand	7 - 12			
			HS - High School (7-12)	031700-Data Systems	7 - 12			
			VO - Vocational-Standard	140200-Business Information Technology				
			VO - Vocational-Standard	149000-Voc. B.O.E. Comprehensive				
			VO - Vocational-Standard	149002-Vocational B.O.E. W/O Shorthand				
Business Economics 031800	Develops student's abilities to make wise economic decisions related to their personal financial affairs, the successful operation of organizations, and the economic advivities of the country. Content should be based on National Business Education Association (NBEA) content standards.	BUS, SOC	CH - Comprehensive High School	030010-All Areas Of Business Education (7-8)	7 - 8	AD - Adolescence to Young Adult	030000-All Areas Of Business (7-12)	7 - 12
						AD - Adolescence to Young Adult	030300-Bookkeeping/Basic Business	7 - 12
			CH - Comprehensive High School	030325-Bookkeeping/Basic Business (9-12)	7 - 12	AD - Adolescence to Young Adult	150004-Integrated Social Studies	7 - 12
			CH - Comprehensive High School	150310-All Areas Of Social Studies (7-8)	7 - 8	AD - Adolescence to Young Adult	150600-Economics	7 - 12
			CH - Comprehensive High School	150650-Economics (9-12)	7 - 12	CT - Career Technical	140100-Accounting	4 - 12
			HS - High School (7-12)	030000-All Areas Of Business (7-12)	7 - 12	CT - Career Technical	140200-Business Information Technology	4 - 12
			HS - High School (7-12)	030050-Business Education W/O Shorthand	7 - 12	CT - Career Technical	140300-Administrative/Office Technology	4 - 12
			HS - High School (7-12)	030300-Bookkeeping/Basic Business	7 - 12	CT - Career Technical	140550-Integrated Business	4 - 12
			HS - High School (7-12)	150002-Comprehensive Social Studies	7 - 12	CT - Career Technical	140800-Business Management	4 - 12
			HS - High School (7-12)	150600-Economics	7 - 12			
			VO - Vocational-Standard	040000-Distributive Education				
			VO - Vocational-Standard	040800-General Marketing				
			VO - Vocational-Standard	049950-General Marketing				
			VO - Vocational-Standard	140100-Accounting				
			VO - Vocational-Standard	140200-Business Information Technology				
			VO - Vocational-Standard	140300-Administrative/Office Technology				
			VO - Vocational-Standard	140800-Business Management				
			VO - Vocational-Standard	149000-Voc. B.O.E. Comprehensive				
			VO - Vocational-Standard	149001-Vocational B.O.E. W/O Data Processing				
			VO - Vocational-Standard	149002-Vocational B.O.E. W/O Shorthand				
			VO - Vocational-Standard	149003-Voc. B.O.E. W/O Data Processing & Shorthand				
Introduction to Business/General Business 032300	The study of domestic and international business operations including start-up, financing, management, and standard practices. Content should be based on National Business Education Association (NBEA) content standards.	BUS	CH - Comprehensive High School	030010-All Areas Of Business Education (7-8)	7 - 8	AD - Adolescence to Young Adult	030000-All Areas Of Business (7-12)	7 - 12
						AD - Adolescence to Young Adult	030300-Bookkeeping/Basic Business	7 - 12
			CH - Comprehensive High School	030325-Bookkeeping/Basic Business (9-12)	7 - 12	AD - Adolescence to Young Adult	033312-Sales (7-12)	7 - 12
			CH - Comprehensive High School	033310-Sales (9-12)	7 - 12	CT - Career Technical	040800-General Marketing	4 - 12
			HS - High School (7-12)	030000-All Areas Of Business (7-12)	7 - 12	CT - Career Technical	140100-Accounting	4 - 12
			HS - High School (7-12)	030050-Business Education W/O Shorthand	7 - 12	CT - Career Technical	140300-Administrative/Office Technology	4 - 12
			HS - High School (7-12)	030300-Bookkeeping/Basic Business	7 - 12	CT - Career Technical	140350-Legal Management	4 - 12
			HS - High School (7-12)	033312-Sales (7-12)	7 - 12	CT - Career Technical	140370-Medical Management	4 - 12
			HS - High School (7-12)	033398-Salesman Merchendise	7 - 12	CT - Career Technical	140550-Integrated Business	4 - 12
			HS - High School (7-12)	033399-Sales Communication	7 - 12	CT - Career Technical	140800-Business Management	4 - 12
			VO - Vocational-Standard	040000-Distributive Education				

Subject Area - Business Education (Non-Career Technical)

Subject Area	Subject Definition	Suggested Subj Area for Credit	Certificate Type	Certificate Code	Certificate Grade Levels	License Type	License Code	License Grade Levels
Introduction to Business/General Business 032300			VO - Vocational-Standard	040800-General Marketing				
			VO - Vocational-Standard	049950-General Marketing				
			VO - Vocational-Standard	140100-Accounting				
			VO - Vocational-Standard	140300-Administrative/Office Technology				
			VO - Vocational-Standard	140800-Business Management				
			VO - Vocational-Standard	149000-Voc. B.O.E. Comprehensive				
			VO - Vocational-Standard	149001-Vocational B.O.E. W/O Data Processing				
			VO - Vocational-Standard	149002-Vocational B.O.E. W/O Shorthand				
			VO - Vocational-Standard	149003-Voc. B.O.E. W/O Data Processing & Shorthand				
Office Procedures 032800	Instruction in office practices and procedures, office technology, office environment, records management, human relations, and telephone techniques. Content should be based on National Business Education Association (NBEA) content standards.	BUS	CH - Comprehensive High School	030010-All Areas Of Business Education (7-8)	7 - 8	AD - Adolescence to Young Adult	030000-All Areas Of Business (7-12)	7 - 12
						AD - Adolescence to Young Adult	030300-Bookkeeping/Basic Business	7 - 12
			CH - Comprehensive High School	030325-Bookkeeping/Basic Business (9-12)	7 - 12	CT - Career Technical	140100-Accounting	4 - 12
			HS - High School (7-12)	030000-All Areas Of Business (7-12)	7 - 12	CT - Career Technical	140200-Business Information Technology	4 - 12
			HS - High School (7-12)	030050-Business Education W/O Shorthand	7 - 12	CT - Career Technical	140300-Administrative/Office Technology	4 - 12
			HS - High School (7-12)	030300-Bookkeeping/Basic Business	7 - 12	CT - Career Technical	140350-Legal Management	4 - 12
			VO - Vocational-Standard	140100-Accounting		CT - Career Technical	140370-Medical Management	4 - 12
			VO - Vocational-Standard	140200-Business Information Technology		CT - Career Technical	140550-Integrated Business	4 - 12
			VO - Vocational-Standard	140300-Administrative/Office Technology		CT - Career Technical	140800-Business Management	4 - 12
			VO - Vocational-Standard	140800-Business Management				
			VO - Vocational-Standard	149000-Voc. B.O.E. Comprehensive				
			VO - Vocational-Standard	149001-Vocational B.O.E. W/O Data Processing				
			VO - Vocational-Standard	149002-Vocational B.O.E. W/O Shorthand				
			VO - Vocational-Standard	149003-Voc. B.O.E. W/O Data Processing & Shorthand				
Business (Other) 033450	Abbreviated written and/or electronic communications.	BUS	CH - Comprehensive High School	030010-All Areas Of Business Education (7-8)	7 - 8	AD - Adolescence to Young Adult	030000-All Areas Of Business (7-12)	7 - 12
						AD - Adolescence to Young Adult	030300-Bookkeeping/Basic Business	7 - 12
			CH - Comprehensive High School	030325-Bookkeeping/Basic Business (9-12)	7 - 12	CT - Career Technical	140300-Administrative/Office Technology	4 - 12
			CH - Comprehensive High School	033410-Shorthand (9-12)	7 - 12	CT - Career Technical	140350-Legal Management	4 - 12
			CH - Comprehensive High School	033650-Steno/Typing/Keyboarding 9-12	7 - 12	CT - Career Technical	140550-Integrated Business	4 - 12
			HS - High School (7-12)	030000-All Areas Of Business (7-12)	7 - 12			
			HS - High School (7-12)	030300-Bookkeeping/Basic Business	7 - 12			
			HS - High School (7-12)	033400-Shorthand	7 - 12			
			HS - High School (7-12)	033401-Steno/Typing/Keyboarding	7 - 12			
			VO - Vocational-Standard	140300-Administrative/Office Technology				
			VO - Vocational-Standard	149000-Voc. B.O.E. Comprehensive				
			VO - Vocational-Standard	149001-Vocational B.O.E. W/O Data Processing				
Computer Application 036000	Students identify, evaluate, select, install, use, upgrade, and customize application software. Computer applications include word processing, database, spreadsheet, presentation, and calendaring/scheduling software. Content should be based on National Business Education Association (NBEA) content standards.	BUS, TEC	ANY STANDARD CERTIFICATE/LICENSE	033600-Typing/Keyboard	K - 12	AD - Adolescence to Young Adult	030000-All Areas Of Business (7-12)	7 - 12
			CH - Comprehensive High School	030010-All Areas Of Business Education (7-8)	7 - 8	CT - Career Technical	140300-Administrative/Office Technology	4 - 12
						CT - Career Technical	140350-Legal Management	4 - 12
			CH - Comprehensive High School	033610-Typing/Keyboarding (9-12)	7 - 12	CT - Career Technical	140370-Medical Management	4 - 12
			CH - Comprehensive High School	033650-Steno/Typing/Keyboarding 9-12	7 - 12	CT - Career Technical	140550-Integrated Business	4 - 12
			HS - High School (7-12)	030000-All Areas Of Business (7-12)	7 - 12			
			HS - High School (7-12)	030050-Business Education W/O Shorthand	7 - 12			
			HS - High School (7-12)	033401-Steno/Typing/Keyboarding	7 - 12			
			HS - High School (7-12)	033456-Typing/Keyboarding K-12	7 - 12			
			HS - High School (7-12)	033500-Typing	7 - 12			
			VO - Vocational-Standard	140300-Administrative/Office Technology				
			VO - Vocational-Standard	149000-Voc. B.O.E. Comprehensive				
			VO - Vocational-Standard	149001-Vocational B.O.E. W/O Data Processing				
			VO - Vocational-Standard	149002-Vocational B.O.E. W/O Shorthand				
			VO - Vocational-Standard	149003-Voc. B.O.E. W/O Data Processing & Shorthand				