

# **KY Valid Course List**

## 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 5<sup>th</sup>, 6<sup>th</sup>, and 7<sup>th</sup> 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 6<sup>th</sup> – 12<sup>th</sup>.

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.

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Please contact Robin Chandler, policy advisor for the Office of Next Generation Learners in KDE, at 502-564-2106 with any questions on content and curricula.

Please contact EPSB’s Division of Certification at 502-564-4606 with any questions on credentials or permissions.

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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)

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## 060111 - Business Principles and Application

**Grade Level:** 9 - 10

**Credits:** 1

**Description:** Describes processes of business, non-profit public and private institutions and agencies, money, banking, consumer purchasing, credit, and business vocabulary

**Content:** Business

**Population:** General

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## 060112 - Computer and Technology Applications

**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

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## 060113 - Keyboarding Applications (Business Credit)

**Grade Level:** 7 - 8

**Credits:** 0-1

**Description:** Touch method mastery; speed building; interoffice correspondence; stroking techniques; manuscripts; letters

**Content:** Business

**Population:** General

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## 060114 - Touch Keyboarding, Grade 5-6

**Grade Level:** 5 - 6

**Credits:** 0

**Description:** To develop the touch system of keying with emphasis on the development of proper fingering techniques, posture, speed, and accuracy.

**Content:** Touch Keyboarding

**Population:** General

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## 060121 - Business Law

**Grade Level:** 10 - 12

**Credits:** 1, 2, 3

**Description:** Students learn about business agreements, negotiable instruments, debtor creditor relationships

**Content:** Business

**Population:** General

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## 060122 - Accounting and Finance Foundations

**Grade Level:** 9 - 11

**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

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## 060133 - Electronic Office

**Grade Level:** 11 - 12

**Credits:** 1,2,3

**Description:** This Area Technology Course teaches advanced job training; model office; typing simulations; office etiquette; actual work flow.

**Content:** Business

**Population:** General

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## 060142 - Word Processing

**Grade Level:** 9 - 12

**Credits:** 1

**Description:** Intensified work; word processing equipment; word processing center environment

**Content:** Business

**Population:** General

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## 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

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## 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

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## 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

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## 060170 - Financial Literacy for CTE Credit (Business)

**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

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## 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

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## 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

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## 060185 - Entrepreneurship

**Grade Level:** 11 - 12

**Credits:** 1, 2, 3

**Description:** Students explore rewards and risks of business ownership. Emphasis is given to the characteristics of successful entrepreneurs; planning, organizing, and beginning a business; financing and managing the enterprise; franchising opportunities, and sources of financing.

**Content:** Business

**Population:** General

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## 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

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## 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

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## 060191 - Workplace Principles

**Grade Level:** 10 - 12

**Credits:** 1

**Description:** The Area Technology Course Workplace Principles examine the changing workforce and the skills needed to adapt to constantly changing demands and expectations. The course includes, but is not limited to, problem solving, teamwork, time management, and self-management skills. Job-seeking and job-retention skills are taught through the development of resumes and job search materials. Maximum benefit is received if this course is taken in the latter part of the student's course work.

**Content:** Leadership Dynamics

**Population:** General

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## 060195 - Business and Marketing Career Exploration

**Grade Level:** 8 - 9

**Credits:** 1

**Description:** Students are provided 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.

**Content:** Business

**Population:** General

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## 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

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## 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

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## 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

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## 060199 - Web Page Design

**Grade Level:** 10 - 12

**Credits:** 1, 2, 3

**Description:** Students analyze structure of the worldwide web, apply basic principles of web documents and HTML, and develop multi-media web pages

**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.

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## 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

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## 060351 - Financial Services II

**Grade Level:** 11 - 12

**Credits:** 1,2,3

**Description:** This course is a continuation of Financial Services I. Students continue to learn and practice financial activity associated with the operation of a bank and other financial related institutions in addition to assuming management responsibilities.

**Content:** Business

**Population:** General

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## 060352 - Financial Services III/School Bank\*

**Grade Level:** 10 - 12

**Credits:** 1

**Description:** Financial Services III is an Area Technology Center course that is a continuation of student financial center operation in cooperation with a sponsoring bank. The sponsoring bank continues to provide an employee who works as a consultant to the students. Banking and financial concepts are applied as students assume various positions in the bank. In Practicum II, the students will continue to practice their Practicum I skills and assume management and supervisory responsibilities, including training "new employees". They will also participate in a work based learning experience, such as co-op, internship, shadowing, mentoring, etc.

**Content:** Business

**Population:** General

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## 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

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## 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

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## 060399 - Advanced Finance and Credit

**Grade Level:** 11 - 12

**Credits:** 1, 2, 3

**Description:** Students develop an understanding of financial markets, investing institutions, and the finance and credit industry in our economic system; includes introduction to allocation of financial resources

**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.

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## 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

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## 060411 - Business Management

**Grade Level:** 11 - 12

**Credits:** 1,2,3

**Description:** Describes the planning, organizing, and various theories of management; knowledge and understanding necessary in decision making; personnel selection; leadership abilities; speech preparation

**Content:** Business

**Population:** General

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## 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

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## 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

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## **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

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## 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

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## 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.

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## 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

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## 070124 - Fundamentals of Accounting I

**Grade Level:** 10 - 12

**Credits:** 1

**Description:** Students are introduced to accounting terminology and general theoretical principals. The major focus of the course is on the accounting cycle and the communication of financial information to decision-makers.

**Content:** Business

**Population:** General

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## 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.

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## 070331 - Data Modeling

**Grade Level:** 9 - 12

**Credits:** 1/2-1

**Description:** Business programs; computer applications in business; programming to solve business problems; using spreadsheets and database programs; advanced applications of spreadsheet and database programs

**Content:** Business

**Population:** General

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## 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

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## 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.

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## 070610 - Office Procedures

**Grade Level:** 10 - 12

**Credits:** 0.5

**Description:** This Area Technology Center course includes a study of the practices and procedures of current office concepts with emphasis given to the electronic office. Areas covered in the course include job application procedures, human relations in the office, business ethics, decision-making skills, travel and meeting arrangements, time and stress management, incoming/outgoing mail processes, and telephone procedures.

**Content:** Business

**Population:** General

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## 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.

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## 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

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## 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

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## 070760 - Presentation Graphics

**Grade Level:** 10 - 12

**Credits:** 0.5

**Description:** This Area Technology Center course uses industry standard software to create business presentations, business graphics, and slides. It applies editing, formatting, page layout and design, and paste-up techniques for clarity and impact. Oral presentations will be given with the use of multimedia equipment.

**Content:** Business

**Population:** General

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## **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.

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## 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

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## 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.

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## 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

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## 070972 - Medical Office Terminology

**Grade Level:** 10 - 12

**Credits:** 0.5

**Description:** This Area Technology Center course introduces and applies medical terminology including familiar elements, body systems, operative procedures, and pharmacology.

**Content:** Business

**Population:** General

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## 070973 - Introduction to Medical Insurance

**Grade Level:** 10 - 12

**Credits:** 0.5

**Description:** This Area Technology Center course is designed to introduce the student to the basics of medical insurance, including insurance terminology, various coding systems, government programs, and general insurance procedures.

**Content:** Business

**Population:** General

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## 070974 - Medical Office Systems

**Grade Level:** 10 - 12

**Credits:** 1

**Description:** This Area Technology Center course provides a working knowledge of the scope of duties required in a medical office. Fundamentals include appointment scheduling, telephone procedures, medical ethics, professionalism, postal procedures, patient billing, and office management.

**Content:** Business

**Population:** General

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## 070975 - Medical Software Applications

**Grade Level:** 10 - 12

**Credits:** 0.5

**Description:** This Area Technology Center course provides a working knowledge of computer management software in a simulated medical office setting.

**Content:** Business

**Population:** General

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## 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