



### Career and Technical Education Instructional Program Information

|  |                                     |
|--|-------------------------------------|
| <b>Program Name: Business Operations</b> | <b>Program CIP Code: 52.0408.00</b> |
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**Description:** The **Business Operations** program is designed to prepare students for instruction in business communications, principles of business law, word processing, data entry, office machine operations, office procedures, public relations, filing, records management and report preparation. An integrated approach to teaching and learning is recommended as students develop interpersonal relations, career development skills, Workplace Employability Skills and technical knowledge and skills. Students completing this program will be prepared to enter the workforce and/or Post-secondary where they will be able to apply the skills necessary to be in Business Operations & Support Services. The program is designed and delivered as a coherent sequence of school-based and work-based supervised learning. Students learn leadership skills and develop their leadership abilities through participation in the state-recognized Career and Technical Student Organization, FBLA (Future Business Leaders of America).

| GPS Comprehensive High School Sites Offering the Instructional Program: |                 |            |             |             |
|---|-----------------|------------|-------------|-------------|
| Campo Verde HS  | Desert Ridge HS | Gilbert HS | Highland HS | Mesquite HS |
| N/A   | Yes             | N/A        | N/A         | Yes         |

**Program Technical Standards and Measurement Criteria:**  
<https://www.azed.gov/cte/bosas/>

**Program Information:**

| Career and Technical Student Organization Affiliation | Carnegie Units Required (Number of Credits to Complete Program) | Non-Traditional Designation (Gender comprise less than 25% of the individuals employed in the workforce.) |
|---|---|---|
| <a href="#">FBLA</a>                                  | 2   | Male  |

| Course Offerings:       |                           |  |
|-------------------------|---------------------------|--|
| Sequence of Instruction | Course Code (CIP)         | Gilbert Schools Course Title                               |
| 1                       | 52.0408.10                | BT123 COMPUTER TECHNOLOGY FOR COLLEGE AND CAREER READINESS |
| 2                       | 52.0408.20                | BT126 21st CENTURY BUSINESS PRACTICES                      |
| 3                       | 52.0408.40 and 52.0408.80 | BT400 ADVANCED BUSINESS and BT401 BUSINESS CO-OP           |

| Student Industry Certification(s):              |   |
|---|---|
| Certification Title                             | Link to Certification Information   |
| Microsoft Office Specialist (A-F CCRI eligible) | <a href="https://www.microsoft.com/en-us/learning/mos-certification.aspx">https://www.microsoft.com/en-us/learning/mos-certification.aspx</a> |

| Teacher Certification(s) Requirements:                |   |
|---|---|
| Certification Title                                   | Link to Certification Information   |
| Career and Technical Education Business and Marketing | <a href="https://www.azed.gov/cte/certification">https://www.azed.gov/cte/certification</a> |