

Business Systems Career Program



This career program is focused on careers in planning, organizing, directing and evaluating business functions essential to efficient and productive business operations. All career and technical education programs provide students opportunities for practical application of academic concepts. The Strengthening Career and Technical Education for the 21st Century Act (Perkins V) emphasizes student achievement in science, English language arts, and mathematics. To assist local education agencies in selecting courses best suited for this purpose, specific CTE courses with emphasis on these subjects are highlighted below. Courses best suited for science applications are shown in yellow, mathematics are shown in blue, and English language arts are shown in orange. Local boards of education may allow CTE courses to be substituted for graduation requirements. Refer to [105 Illinois Compiled Statutes 5/27-22](#) and [105 ILCS 5/27-22.05](#) for more information.

Science Applications

Math Applications

ELA Applications

CAREER CLUSTER	Business Management & Administration	Business Management & Administration	Business Management & Administration	Business Management & Administration
CIP	52.0201	52.0701	52.1001	52.0401
TEACHER LICENSURE ENDORSEMENT	PEL with BMC PEL with BMCP ELS with BEHA	PEL with BMC PEL with BMCP ELS with BEHA	PEL with BMC PEL with BMCP ELS with HURE	PEL with BMC PEL with BMCP ELS with BEHA ELS with HURE ELS with ADAS
PATHWAY	Business Management & Administration	Entrepreneurship/ Entrepreneurial Studies	Human Resources Management/ Personnel Administration	Administrative Assistant and Secretarial Science
GROUP 1: ORIENTATION COURSES (Minimum Selection: One course from Group 1 or 2)				
ORIENTATION COURSES	Career Exploration 22151A001	Career Exploration 22151A001	Career Exploration 22151A001	Career Exploration 22151A001
	Business & Technology Concepts 12001A001	Business & Technology Concepts 12001A001	Business & Technology Concepts 12001A001	Business & Technology Concepts 12001A001
	Keyboarding & Formatting 12005A001	Keyboarding & Formatting 12005A001	Keyboarding & Formatting 12005A001	Keyboarding & Formatting 12005A001
GROUP 2: INTRODUCTORY COURSES				
INTRODUCTORY COURSES	Introductory Business 12051A001	Introductory Business 12051A001	Introductory Business 12051A001	Introductory Business 12051A001
	Computer Concepts and Software Applications 10004A001	Computer Concepts and Software Applications 10004A001	Computer Concepts and Software Applications 10004A001	Computer Concepts and Software Applications 10004A001
	Business Communications 12009A001	Business Communications 12009A001	Business Communications 12009A001	Business Communications 12009A001
	Business Principles and Management 12055A002	Business Principles and Management 12055A002	Business Principles and Management 12055A002	Business Principles and Management 12055A002
	Principles of Selling 12202A001	Principles of Selling 12202A001		
GROUP 3: SKILLS COURSE				
SKILLS COURSE	Business Management 12052A001	Entrepreneurship 12053A001	Human Resources Management 12058A001	Information Processing I 10005A001

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CIP	52.0201	52.0701	52.1001	52.0401
	GROUP 4: ADVANCED COURSES			
ADVANCED COURSES	Business Law 12054A001	Business Law 12054A001	Business Law 12054A001	Business Law 12054A001
	Business Economics 12105A001	Business Economics 12105A001	Business Economics 12105A001	Information Processing II 10005A002
	International Business and Marketing 12056A001	International Business and Marketing 12056A001	International Business and Marketing 12056A001	Cost Accounting 12108A001
	Business Ethics 12060A001	Business Ethics 12060A001	Business Ethics 12060A001	Payroll Accounting 12110A001
	Financial Accounting 12111A001	Financial Accounting 12111A001		
	Business Math 02154A001	Business Math 02154A001		
	GROUP 5: WORKPLACE EXPERIENCE COURSES			
WORKPLACE EXPERIENCE	Business, Management & Administration Workplace Experience 12098A002			
	Business Management Workplace Experience 12098A001	Entrepreneurial Workplace Experience 12998A001	Human Resources Workplace Experience 12048A001	Admin. Assistant Workplace Experience 12048A002
	Secondary Transitional Experience Program (CTE) 22151A003	Secondary Transitional Experience Program (CTE) 22151A003	Secondary Transitional Experience Program (CTE) 22151A003	Secondary Transitional Experience Program (CTE) 22151A003
<p>A quality CTE program delivers all required elements of Illinois' definition of Size, Scope, Quality. CTE program elements include: a sequence of courses, each educational entity offering approved courses provides assurance that the course content includes at a minimum the State course description, meets the State's minimum requirements for course offerings by program, curriculum aligned to state recognized learning standards & industry standards, career pathway guidance, resources to support program/course delivery (licensed & qualified staff, appropriate facilities, adequate equipment, instructional materials, work-based learning experiences, special populations support services, an active affiliated CTSS chapter), articulation/dual credit agreements, documentation of state agency certification or licensing requirements for occupations regulated by law or licensure, & content which prepare students for reflective of current labor & opportunity for workplace experience or a structured capstone course. Orientation courses are suggested to be taught at the prior-to-secondary or 9th grade levels. Introductory level courses are suggested to be taught at the 9th-11th grade level. Skill level courses are suggested to be taught at the 10th – 12th grade levels. Workplace Experiences Courses are suggested to be taught at the 12th grade level.</p>				

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Group	State Course Code	State Course Title	State Course Description
Group 1	22151A001	Career Exploration	Career Exploration courses help students identify and evaluate personal goals, priorities, aptitudes, and interests with the goal of helping them make informed decisions about their careers. These courses expose students to various sources of information on career and training options and may also assist them in developing job search and employability skills.
Group 1	12001A001	Business and Technology Concepts	This orientation-level course will provide an overview of all aspects of business marketing and management, including the concepts, functions, and skills required for meeting the challenges of operating a business in a global economy. Topics covered will include the various forms of business ownership, including entrepreneurship, as well as the basic functional areas of business (finance, management, marketing, administration and production). Students will be introduced to a wide range of careers in fields such as accounting, financial services, information technology, marketing, and management. Emphasis will be placed on using the computer while studying applications in these careers along with communication skills (thinking, listening, composing, revising, editing, and speaking), math and problem solving. Business ethics as well as other workplace skills will be taught and integrated within this course. This course is not intended to meet the consumer education requirement, but rather to provide preparation for the skill level courses that make up the Business, Marketing and Management occupations programs.
Group 1	12005A001	Keyboarding and Formatting	Keyboarding and Formatting is a course designed to develop basic skills in touch keyboarding techniques for entering alphabetic, numeric, and symbol information found on computers and terminals. Students will learn to edit and format text and paragraphs, change fonts, work with headers and footers, cut and paste text, create and use tab keys, create labels, and work with multiple windows. Students will format documents such as letters, envelopes, memorandums, reports, and tables for personal, educational, and business uses. During the second half of the course, major emphasis is placed on formatting documents, improving proofreading skills, and increasing speed and accuracy
Group 2	12051A001	Introductory Business	Introductory Business courses survey an array of topics and concepts related to the field of business. These courses introduce business concepts such as banking and finance, the role of government in business, consumerism, credit, investment, and management. They usually provide a brief overview of the American economic system and corporate organization. Introductory Business courses may also expose students to the varied opportunities in secretarial, accounting, management, and related fields.
Group 2	10004A001	Computer Concepts and Software Applications	Computer Concepts and Software Applications is an orientation-level course designed to develop awareness and understanding of application software and equipment used by employees to perform tasks in business, marketing, and management. Students will apply problem-solving skills to hands-on, real-life situations using a variety of software applications, such as word processing, spreadsheets, database management, presentation software, and desktop publishing. Students will explore topics related to computer concepts, operating systems, telecommunications, and emerging technologies. The development of employability skills, as well as transition skills, will be included in the course as well as an understanding of the ethical considerations that arise in using information processing equipment and gaining access to available databases.
Group 2	12009A001	Business Communications	Business Communications courses help students to develop an understanding and appreciation for effective communication in business situations and environments. Emphasis is placed on all phases of communication: speaking, listening, thinking, responding, reading, writing, communicating nonverbally, and using technology for communication. Business communication functions, processes, and applications in the context of business may be practiced through problem-based projects and real-world application.
Group 2	12055A002	Business Principles and Management	Business Principles and Management courses are designed to provide students with an understanding of the U.S. business system, its organizations, and its management. These courses examine the various leadership and management styles of a variety of successful business organizations, large and small.

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Group 2	12202A001	Principles of Selling	Principles of Selling courses provide students with the knowledge and opportunity to develop in-depth sales competencies. Course content typically includes types of selling, steps in a sale, sales strategies, pricing, and interpersonal skills and techniques.
Group 3	12052A001	Business Management	Business Management courses acquaint students with management opportunities and effective human relations. These courses provide students with the skills to perform planning, staffing, financing, and controlling functions within a business. In addition, they usually provide a macro-level study of the business world, including business structure and finance, and the interconnections among industry, government, and the global economy. The course may also emphasize problem -based, real-world applications of business concepts and use accounting concepts to formulate, analyze, and evaluate business decisions.
Group 3	12053A001	Entrepreneurship	Entrepreneurship courses acquaint students with the knowledge and skills necessary to own and operate their own businesses. Topics from several fields typically form the course content: economics, marketing principles, human relations and psychology, business and labor law, legal rights and responsibilities of ownership, business and financial planning, finance and accounting, and communication. Several topics surveyed in Business Management courses may also be included.
Group 3	12058A001	Human Resources Management	Human Resources Management courses provide students with an understanding of the effective use of interpersonal skills in achieving the goals of an organization.
Group 3	10005A001	Information Processing I	Information Processing I is a skill-level course that includes the concepts and terminology related to the people, equipment, and procedures of information processing as well as skill development in the use of information processing equipment. Students will operate computer equipment to prepare memos, letters, reports, and forms. Students will create rough drafts, correct copy, process incoming and outgoing telephone calls and mail, and transmit and receive messages electronically. Students will create, input, and update databases and spreadsheets. Students will create data directories; copy, rename, move, and delete files, and perform backup procedures. In addition, students will prepare files to merge, as well as create mailing labels and envelopes from merge files. Students will learn to locate and retrieve information from hard copy and electronic sources, and prepare masters for a presentations using presentation software. Students will apply proper grammar, punctuation, spelling and proofreading practices. Accuracy will be emphasized. Workplace skills as well as communication skills (thinking, listening, composing, revising, editing, and speaking) will be taught and integrated throughout this course.
Group 4	12054A001	Business Law	Introduces law and the origins and necessity of the legal system; provides insight into the evolution and development of laws that govern business in our society; develops an understanding of how organization and operation of the legal system impact business; develops an understanding of rights and duties within the business environment; and includes contractual responsibility, protection of individual rights in legal relationships relative to warranties, product liability, secured and unsecured debts, negotiable instruments, agencies, employer-employee relations, property ownership and transfer, landlord and tenant, wills and estates, community property, social security, and taxation.
Group 4	12105A001	Business Economics	Business Economics courses integrate economic principles (such as free market economy, consumerism, and the role of the U.S. government within the economic system) with entrepreneurship/business concepts (such as marketing principles, business law, and risk).
Group 4	12056A001	International Business and Marketing	International Business and Marketing courses examine business management and administration in a global economy. Topics covered in this course typically include the principles and processes of export sales, trade controls, foreign operations and related problems, monetary issues, international business and policy, and applications of doing business in specific countries and markets.
Group 4	12060A001	Business Ethics	Business Ethics courses focus on the study of ethical principles and the application of those principles to situations relevant to decision-making in the professional and business worlds.

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Group 4	12108A001	Cost Accounting	Cost Accounting courses introduce students to the accounting concepts of manufacturing systems. In addition to job order and process costing systems, these courses emphasize profit planning and control programs.
Group 4	12110A001	Payroll Accounting	Payroll Accounting courses introduce students to and expand their knowledge of the fundamental accounting principles and procedures related to payroll transactions for businesses. These courses typically emphasize computing wages, social security taxes, income tax withholding, unemployment taxes, and recording payroll transactions while providing students with experience in preparing all the necessary monthly, quarterly, and annual reports.
Group 4	12111A001	Financial Accounting	Financial Accounting courses introduce students to the principles and concepts of financial accounting that produces summary financial statements primarily for users external to a business. Topics include preparation, interpretation, and analyses of financial records and statements; the accounting cycle; current and long-term liabilities and owners' equity; and the accounting of assets.
Group 4	10005A002	Information Processing II	Information Processing II is a skill-level course for students who have completed Information Processing I. Students will create and update documents using word processing and desktop publishing programs and put together slideshows, speaker notes and handouts using presentation software. Students will revise data in a stored database and use queries to create customized reports. Students will edit and utilize calculation functions in spreadsheets, integrate graphics, spreadsheets, tables, text and data into documents and reports, and create graphs and charts from spreadsheets. Students will learn to conduct research on the internet and/or intranet, prepare and answer routine correspondence, organize and maintain a filing system, maintain an appointment calendar, make travel arrangements, prepare itineraries and expense reports, and prepare and process timesheets. In addition, students will maintain inventory, order equipment and supplies, and perform routine equipment maintenance. Students will apply proper grammar, punctuation, spelling and proofreading practices to documents and reports. Accuracy will be emphasized. Workplace skills as well as communication skills will be taught and integrated throughout this course. A simulated information processing center or work-based learning experience may be used to provide students with the experience of working in the environment of an information processing center.
Group 4	02154A001	Business Math	Business Mathematics courses provide students with mathematical competencies in business applications and intended for those studying business, finance, or other related business careers. Topics include mathematical competencies such as arithmetic, measurement, statistics, ratio and proportion, exponents, formulas, and equations that are applied to business problems and situations. Applications might include wages, hourly rates, payroll deductions, sales, margins, receipts, accounts payable and receivable, financial reports, discounts, interest, business analysis and decision making, and debt decisions and implications.
Group 5	12098A002	Business, Management & Administration Workplace Experience	Business, Management & Administration Workplace Experience courses provide work experience in fields related to the Business, Management & Administration cluster. Goals must be set cooperatively by the student, teacher, and employer (although students are not necessarily paid). These courses must include classroom instruction at least once per week, involving further study of the field, discussion of relevant topics that are responsive to the workplace experience and employability skill development. Workplace Experience courses must be taught by an approved WBL educator-coordinator. These courses should be aligned to a Career Development Experience that could include: Student-led Enterprises; School-based Enterprises; Immersion Supervised Agricultural Experiences; Clinical Experiences in Health Science and Technology programs; Internships; and Apprenticeship programs including Youth Apprenticeships, Pre-apprenticeships, and Registered Apprenticeships.
Group 5	12098A001	Business Management Workplace Experience	Business Management Workplace Experience courses provide students with work experience in fields related to business management. Goals must be set cooperatively by the student, teacher, and employer (although students are not necessarily paid). These courses must include classroom instruction at least once per week, involving further study of the field, discussion of relevant topics that are responsive to the

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			workplace experience and employability skill development. Workplace Experience courses must be taught by an approved WBL educator-coordinator. These courses should be aligned to a Career Development Experience that could include: Student-led Enterprises; School-based Enterprises; Immersion Supervised Agricultural Experiences; Clinical Experiences in Health Science and Technology programs; Internships; and Apprenticeship programs including Youth Apprenticeships, Pre-apprenticeships, and Registered Apprenticeships.
Group 5	12998A001	Entrepreneurial Workplace Experience	Entrepreneurial Workplace Experience courses provide students with work experience in fields related to entrepreneurship. Goals must be set cooperatively by the student, teacher, and employer (although students are not necessarily paid). These courses must include classroom instruction at least once per week, involving further study of the field, discussion of relevant topics that are responsive to the workplace experience and employability skill development. Workplace Experience courses must be taught by an approved WBL educator-coordinator. These courses should be aligned to a Career Development Experience that could include: Student-led Enterprises; School-based Enterprises; Immersion Supervised Agricultural Experiences; Clinical Experiences in Health Science and Technology programs; Internships; and Apprenticeship programs including Youth Apprenticeships, Pre-apprenticeships, and Registered Apprenticeships.
Group 5	12048A001	Human Resources Workplace Experience	Human Resources Workplace Experience courses provide students with work experience in fields related to human resources. Goals must be set cooperatively by the student, teacher, and employer (although students are not necessarily paid). These courses must include classroom instruction at least once per week, involving further study of the field, discussion of relevant topics that are responsive to the workplace experience and employability skill development. Workplace Experience courses must be taught by an approved WBL educator-coordinator. These courses should be aligned to a Career Development Experience that could include Student-led Enterprises; School-based Enterprises; Immersion Supervised Agricultural Experiences; Clinical Experiences in Health Science and Technology programs; Internships; and Apprenticeship programs including Youth Apprenticeships, Pre-apprenticeships, and Registered Apprenticeships.
Group 5	12048A002	Administrative Assistant Workplace Experience	Administrative Assistant Workplace Experience courses provide students with work experience in fields related to business administration assisting. Goals must be set cooperatively by the student, teacher, and employer (although students are not necessarily paid). These courses must include classroom instruction at least once per week, involving further study of the field, discussion of relevant topics that are responsive to the workplace experience and employability skill development. Workplace Experience courses must be taught by an approved WBL educator-coordinator. These courses should be aligned to a Career Development Experience that could include Student-led Enterprises; School-based Enterprises; Immersion Supervised Agricultural Experiences; Clinical Experiences in Health Science and Technology programs; Internships; and Apprenticeship programs including Youth Apprenticeships, Pre-apprenticeships, and Registered Apprenticeships.
Group 5	22151A003	Secondary Transitional Experience Program (CTE)	This course code should be used for students participating in a STEP program that are also participating in assigned Career and Technical Education (CTE) courses. If the STEP program is not connected to a CTE program, the code 22151A002 should be used instead. STEP is a program approved by ISBE and provided by the DHS Division of Rehabilitation Services (DHS/DRS) that helps schools provide mandated transition services. These courses provide a built-in linkage to DHS/DRS, an agency that can assist students with disabilities with their post-school employment and career development goals. The program provides work experiences that coincide with post-secondary employment goals that could include paid employment or internships. This allows students to gain school credit towards graduation, while gaining hands-on work experience, with as-needed support services. The program also promotes the provision of the following Pre-

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			<p>employment Transition Services (per WIOA - the Workforce Innovation and Improvement Act): a. Job Exploration Counseling, b. Workplace Readiness Training, c. Counseling on Post-Secondary Education, d. Instruction in Self-Advocacy, and e. Work-Based Learning Experiences. Participation in the Secondary Transition Experience Program may include classroom activities as well, involving further study of the Pre-Employment Transition Services topics. Thus, STEP can be offered in combination with miscellaneous vocational courses such as: 22151A000 Career Exploration, and 22152A000 - Employability Skills.</p>
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