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TO: Local Directors of Career and Technology Education (CTE)

FROM: Katharine M. Oliver
Assistant State Superintendent
Division of Career and College Readiness

DATE: April 17, 2012

SUBJECT: Approval of Revised Program for Business Management and Finance

I am pleased to share with you the recently revised and approved CTE Pathway Programs for the Business, Management and Finance (BMF) Career Cluster. These programs are dedicated to providing students with rigorous academics, broad cluster knowledge and skills, and advanced technical skills related to:

- Business Management;
- Accounting and Finance;
- Marketing; and
- Business Administrative Services.

For a downloadable copy of the Learning Objectives and Course Outlines for each CTE program developed by the BMF Program Affiliate, please visit the website www.BusinessEducationMSDE.com.

BMF Programs:

The programs were developed collaboratively with our Program Affiliate partner, University of Maryland Eastern Shore, under the direction of Dr. Nicole Buzzetto-More. Each course in these programs has been identified and developed with business, postsecondary and local school system partners. Incorporating certification and/or national standardized examinations into the curriculum is designed to increase the career and college readiness of students. Each program allows students to graduate with the skills and knowledge necessary to pursue postsecondary education and middle skill-level business positions.

All BMF students will be required to take two foundation courses – Principles of Business Administration and Management; and Principles of Accounting & Finance. Upon completion of the two foundation courses, students are required to complete two additional courses in their selected program of study including Business Management, Accounting and Finance, Marketing or Business Administrative Services. This final course in each pathway includes options for a capstone course, dual enrollment or an internship.

Each school system planning to implement the CTE Pathway Program in Business Management and Finance will need to submit the attached program proposal specifying the local program advisory committee, the options offered, and the articulation agreements in place.

If the local school system finds it necessary to use different course titles, the same learning outcomes must be addressed in the entire program and in each of the four courses. Utilizing other course titles, sequences and credits is acceptable as long as the course and program content covers what is stated in the approved proposal attached to this memo. However, changing course titles may impact state-wide articulation agreements.

If you have any questions, please contact Bridgette M. Sloan of the Business Management and Finance (BMF) Career Cluster Team at 410-767-0556 or by email; bsloan@msde.state.md.us

KMO: bms

Attachment
c: CTE Staff