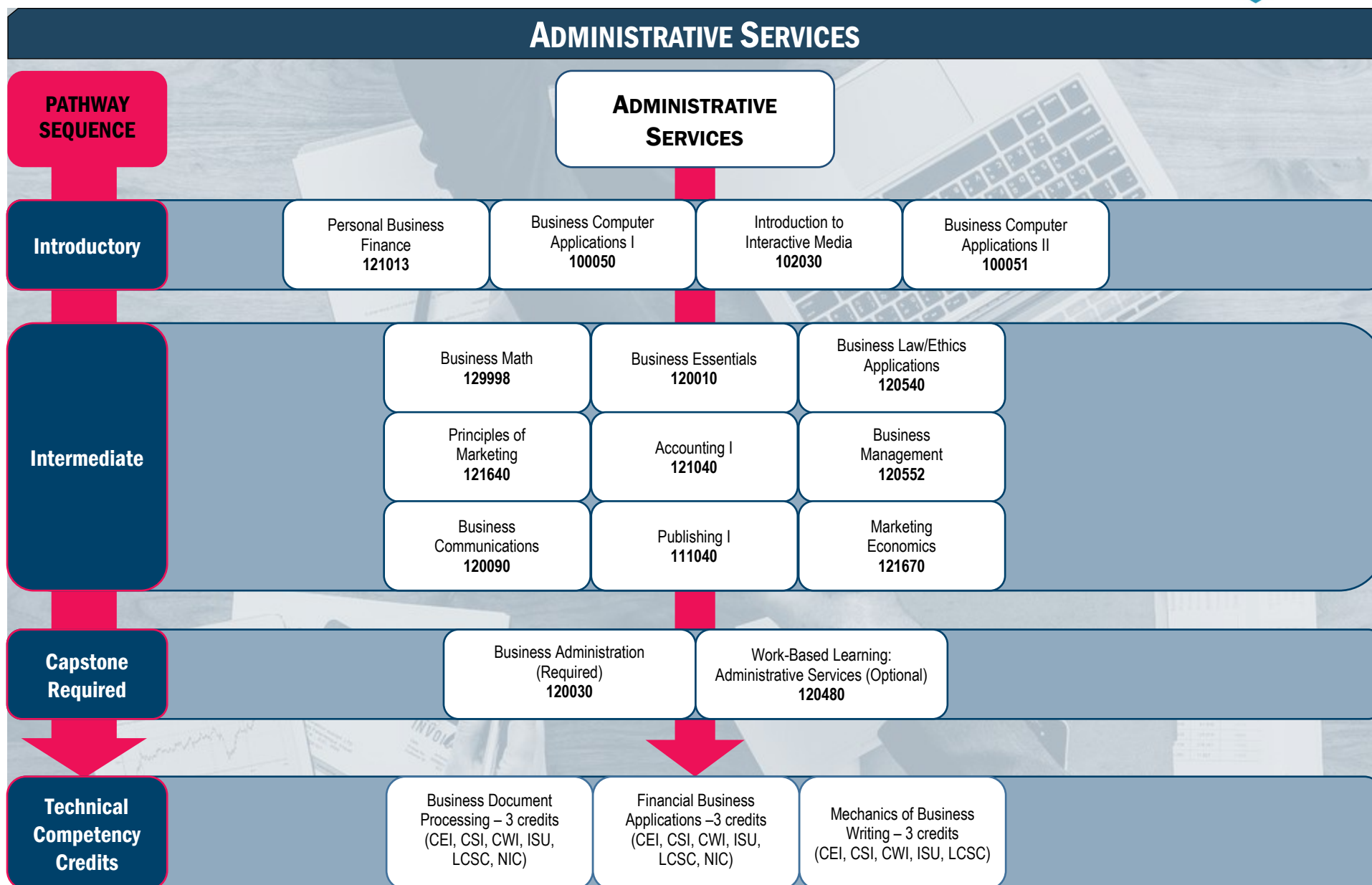


Idaho Business & Marketing

Administrative Services Secondary Pathway Sequence



PATHWAY RESOURCES — BUSINESS MANAGEMENT & ADMINISTRATION

Program Requirements

Approved Assessments

Administrative Services
CTECS-Admin Services

Program Standards

Administrative Services

Endorsements (all under Administrative Services)

1010 Marketing (6-12)
1080 Sales (6-12)
1085 Hospitality (6-12)
4015 Business Management/Finance (6-12)
4075 Accounting (6-12)
4080 Paralegal/Legal Assisting (6-12)
7092 Marketing Technology Education (6-12)
7093 Business Technology Education (6-12)

Advanced Opportunities (if not in Imagine Academy)

Microsoft Office Specialist

- Access
- Excel
- OneNote
- Outlook
- PowerPoint
- Word
- SharePoint



SkillStack Badges



Administrative Services

TCC-Business Document Processing Course: 3 Credits

Keyboarding
Word Processing Skills Formatting & Creating Business Documents
Manage Electronic File Storage Systems



TCC-Financial Business Applications Course: 3 Credits

Ten-Key
Banking Concepts
Payroll & Payroll Taxes
Retail Computations
Time Value of Money



Career and Technical Student Organizations

Business Professionals of America (BPA)

Website <http://www.bpa.org/c/idaho>



Mission To contribute to the preparation of global professionals through the advancement of leadership, citizenship, academic, and technological skills.

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CTSO Manager Jessie Friedberg 208.429.5526

DECA

Website <https://www.deca.org/>



Mission DECA prepares emerging leaders and entrepreneurs in marketing, finance, hospitality and management in high schools and colleges around the globe.

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