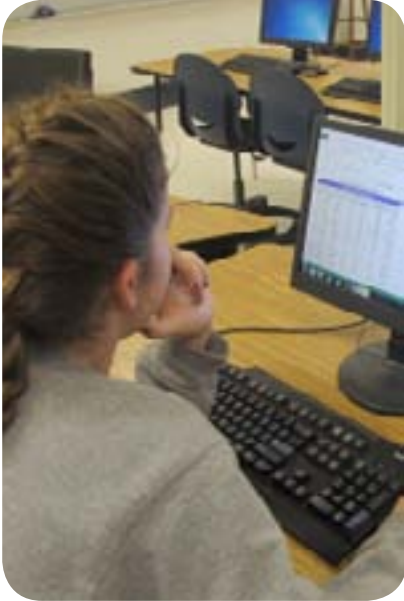




Academy Overview: Business and Information Technology



In our ever-increasing technological world, students need to have the opportunity to succeed in all of their future endeavors. The Business and Information Technology (BIT) Academy at Baker High School is designed so that the student can emphasize courses that he or she needs in order to succeed in college and career. These courses are directly linked to the business and technology world and stress that the student pursue credentials and real-world experience.

Career Opportunities

High School Diploma	High School + 2 Year Training	High School + 4 Year Degree
Insurance Agent	Administrative Assistant	Business Manager
Human Resource Assistant	Executive Assistant	Human Resource Manager
Sales Clerk	Electronics Technician	Sales Manager
Real Estate Agent	IT Technician	Sales Representative
Office Clerk	Network Administrator	Public Relations
Receptionist	Help Desk (Level 2-3)	Advertising
Bookkeeper	Jr. Programmer	Accountant
Bankers/tellers		Financial Advisor/Planner
Bill Collector		Financial Manager
Cashier		Actuary
Loan Officer		Auditor
Buyer		Programmer
Tax preparer		Web Developer
Network Technician		Software Engineer
Help Desk (Level 1-2)		Network Analyst
Application Support Technician		Games Developer
		IT Manager/Director

Pathway Selections

Business Pathway

Completer and Advanced Completer

Information Technology Pathway

Networking Completer & Advanced Completer
Software Completer & Advanced Completer

Course Offerings by Pathway

Business Completer

Core Courses + Business Technology Applications or Passing Score on Skills Exam + Choose 2 Elective Courses from the list below:

Advanced Business Technology Applications
Business Essentials
Multimedia Design
Cooperative Education (Co-op)
Algebra with Finance

IT Networking Completer

Advanced Core Courses + The Following Elective Courses from the list below:

IT Fundamentals
Networking 1
Networking 2

IT Software Completer

Advanced Core Courses + The Following Elective Courses from the list below:

IT Fundamentals
Software Development
AP Computer Science

Business Advanced Completer

Core Courses + Business Technology Applications or Passing Score on Skills Exam + Choose 4 Elective Courses from the list below:

Advanced Business Technology Applications
Business Essentials
Multimedia Design
Cooperative Education (Co-op)
Algebra with Finance
AP Statistics
Foreign Language II-IV

IT Networking Advanced Completer

Advanced Core Courses + 3 Completer Courses + Choose 2 Elective Courses from the list below:

Networking 3, 4
Computer Management & Support
Foreign Language II, III, or IV
Business Technology Applications
Advanced Business Technology Applications
Business Essentials
Multimedia Design
Cooperative Education (Co-op)

IT Software Advanced Completer

Advanced Core Courses + 3 Completer Courses + Choose 2 Elective Courses from the list below:

Networking 1, 2, 3, 4
Computer Management & Support
Foreign Language II, III, or IV
Business Technology Applications
Advanced Business Technology Applications
Business Essentials
Multimedia Design
Cooperative Education (Co-op)

Additional Components

Credentials

Microsoft Office Specialist Certification (MOS)
IC³ Certification
Microsoft Technical Associate (MTA)
Cisco Certified Entry Network Technician (CCENT)
Cisco Certified Network Associate (CCNA)

Recommended Requirements

Member of CTSO (FBLA/Skills USA) ***Suggested**
Credential ***Suggested**
Cover Letter
Resumé
Career Interest Inventory
Mentoring