**Tennessee State Board of Education** **Agenda**
**April 11, 2014** **Final Reading Item: IV. F.**

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**Business Management & Administration Course Standards**

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**The Background:**

*Rules, Regulations, and Minimum Standards of the State Board of Education* 0520-01-03-.05(1) calls for the State Board of Education to adopt curriculum standards for each subject area, grades K-12. The approved standards are to be the basis for planning instructional programs in each local school system. Adopted textbooks are also to be aligned with the state curriculum standards. Section 3.205 Approved High School Courses of the State Board of Education Policy identifies those courses which have been approved by the Board for instruction across the state.

The Department of Education's Division of Career and Technical Education (CTE) is proposing changes to approved course standards in the Business Management & Administration career cluster. This item includes revised courses within this career cluster that is now better aligned with postsecondary pathways, incorporates added instructional rigor by embedding Common Core State Standards for English Language Arts & Literacy in Technical Subjects, and reflects the competitive employment demands of our state.

Courses included in this item:

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| Business Communications | Revised/Renamed course |
| Computer Applications | Revised course |

Since first reading of the standards included in this item, the CTE Division has critically reviewed and accepted feedback from Tennessee educators, CTE Directors, and industry experts received via the CTE.Questions@tn.gov email address. The following changes have been made to the standards since first reading, based on that feedback:

- Updated formatting for consistency across documents.
- Updated website evaluation standard in *Business Communications* course to allow additional flexibility for educators.
- Updated Tennessee Common Core State Standards for Mathematics alignment notes in *Computer Applications* course.
- Updated language and examples in *Computer Applications* course to reflect industry and teacher recommendations.

**The Recommendation:**

The Department of Education recommends adoption of this item on final reading. The SBE staff concurs with this recommendation.