

**Career and Technical Education - Business and Information Technology
Content Area Course Requirements**

Student's Name (Printed): _____

1. Section § 22.1-298.1 of the Code of Virginia requires that every teacher seeking an initial license in the Commonwealth with an endorsement in the area of career and technical education shall have an industry certification credential in the area in which the teacher seeks endorsement. List earned certifications, if any, from the [VDOE's list of the teacher-eligible approved industry certifications](#):

2. Complete at least 39 semester hours of coursework in business and information technology distributed among the following areas:

| Categories | Course Number | Course Title | Institution | Hours | Grade |
|---|---------------|--------------|-------------|------------|-------|
| Accounting (6 hours) | | | | | |
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| Economics (3 hours) | | | | | |
| Business law, business principles, management, marketing or finance (9 hours) | | | | | |
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| Communications (3 hours) ¹ | | | | | |
| Information systems and technology (12 hours) ² | | | | | |
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| Input technologies (3 hours) ³ | | | | | |
| Supervised business experience (3 hours) ⁴ | | | | | |
| Total Hours in Business and Information Technology | | | of 39 | GPA | |

¹: Communications and media to include oral, written, and presentation skills

²: Information systems and technology to include computer software applications information technology fundamentals, database management, programming, and networking

³: Input technologies to include touch keyboarding (required), speech recognition, hardwiring recognition, PDA and other hand held devices, touch screen or mouse, scanning and other emerging input technologies

⁴: Supervised marketing occupational experience, 3 semester hours, or one year of successful full-time work experience in the field of marketing may be accepted in lieu of the supervised marketing internship.