



OKLAHOMA
CareerTech

2021-2022

BMITE Business, Marketing & Information Technology Education

Administrator's Guide to *CareerTech* Business, Marketing, and Information Technology Programs



Business, Marketing and Information Technology Education (BMITE) CareerTech Programs

<http://www.okcareer.tech/bmite>

Student Benefits

- Over 60 courses lead to national certification
- Oklahoma's Promise (OHLAP) credit for computer technology (up to 3 credits available)
- Increased opportunity for employment and greater earning potential in chosen occupation
- Job skills to help defray cost of college
- Pathways to guide students into college or work
- Opportunity for college credit through technology centers
- Internship opportunities
- Training to become life-long learners
- Local, state, and national leadership development through BPA (Business Professional of America) and DECA – <https://bpaok.org/> and <https://decaok.org/>
- Scholarships for BPA/DECA competitive event winners
- Approximately \$650,000 in BPA scholarships awarded to student members annually
- Approximately \$575,000 in DECA scholarships awarded to student members annually

Teacher Benefits

- \$2,200 salary supplement
- Conferences and workshops for technical updates/program improvements
- Technical training for new and upcoming occupations
- Assistance and resources available from state staff
- New teacher training and support
- Free access to Moodle-powered classroom/learning management system (ctYou.org)
- Scholarships available for teacher certification
<https://www.okcareertech.org/educators/business-marketing-and-information-technology-education/bmite-grants-and-scholarships>
 - ACTE (Association of Career and Technical Education) professional organization offering support such as: life insurance options; legal representation and advice; leadership development; resources; political representation on key education issues

School Benefits

- \$12,933 (BITE) and \$6,227 (Marketing) program assistance funds (amounts can vary due to legislative approval of state budget)
- Curriculum guidance
- Up to 3 Oklahoma's Promise credits available for computer technology
- **8178 Personal Finance** course aligned to personal finance graduation requirements
- Program and teacher support from state staff
- Program alignment for smooth transitions for students throughout educational experience
- Up to \$15,000 available through technology grant applications (lottery funds)
<https://www.okcareertech.org/educators/funding-and-grants/lottery-grants/lottery-grants>
- School-based enterprise for marketing programs

Community Benefits

- Input into education and training of future employees
- Pool of well-trained employees
- Partnerships for live-work projects related to training programs
- Youth involved in the community through classroom and BPA/DECA activities
- Promotes responsible citizenship through BPA/DECA

School Responsibilities

- Offer programs/courses that meet state guidelines
- Courses must be transcribed and reported to SDE with the approved 8000 level course number and title
- Nine-week and semester course rotation schedules are **not** available through most Business and IT courses. Exceptions are **8254 Business Foundations** and **8178 Personal Finance**, which can both be taught as a one- or two-semester course. Several Marketing courses can be taught in one semester.
- BMITE programs focus on occupational outcomes and require end-of-course testing
- Follow prerequisite requirements for class offerings
- Facility must meet program needs
- Equipment must meet industry standards
- Class enrollment should not exceed 25
- Each student must have their own individual workstation with necessary software installed
- Courses are available for students from grades 6-12
- Program assistance monies designated for computers/equipment (including supplies), software, and curriculum. Professional development approved for instructor only.
 - Items purchased must be located in instructor's classroom/lab, not placed in the school's common area or another classroom.
 - Instructor should control/monitor expenditures.
- Internship programs can only be offered after a minimum of two courses within the approved course sequences (the second course may be taken at the same time as the internship course).
- Notify BMITE office in the event of a change in instructor or program

Teacher Responsibilities

- BITE—Business Education or Computer Science Teacher Certification
- ME—Marketing Education Teacher Certification
- CareerTech Certification – participation in BMITE Teacher Academy (total of 5 days)
- Offer state-approved courses and provide students with approved syllabi
- Provide end-of-instruction tests as outlined in state-approved syllabi
- Conduct at least one Advisory Committee meeting per year
- Advise and maintain an active BPA or DECA chapter
- Attend Fall and State Leadership Conferences. Students should compete at the state level.
- Submit CareerTech reports by due date
- Attend Summer Conference
- Seek professional development that aligns with courses taught
- Align curriculum with local technology center on occupational outcomes for students
- Prepare for 5-year evaluation of program as scheduled

Program Changes

Submit a Form 2 for any CareerTech program changes (add, change or drop a program).
<http://www.okcareertech.org/educators/business-marketing-and-information-technology-education/reports-and-forms>

Sample of Industry Certification Opportunities

- CompTIA
- Cisco
- Microsoft
- Autodesk
- Adobe
- Avid
- ProCert
- Cyber Security Institute
- Oracle
- Novell
- CIW
- NOCTI
- American Institute of Bookkeepers
- CFA Institute
- American Management Association
- American Health Information Management Associates
- American Academy of Professional Coders
- National Healthcare Association
- International Association for Administrative Professionals (IAAP)
- SHL TalentCentral (3rd party testing site)
- A*S*K Institute
- American Institute of Professional Bookkeepers
- American Marketing Association
- National Retail Federation
- Sales and Marketing Executives International
- Consortium for Entrepreneurship Education

State-Wide Agreements

- SHL TalentCentral
- Precision Exams
- Cisco
- Certiport
- MBA Research & Curriculum
- JourneyEd (Adobe software licensing)

BMITE Staff Contact Information

<http://www.okcareer.tech/bmite>

Carrie DeMuth

State Program Manager
Region 1 BMITE Coordinator
405-743-5121, carrie.demuth@careertech.ok.gov

Kathy Orr

Program Specialist: Business Management and Administration Cluster, OK Summit Coordinator,
Region 2 BMITE Coordinator
405-743-5117, kathy.orr@careertech.ok.gov

Mark Burch

Program Specialist: Finance and Marketing Clusters
Region 3 BMITE Coordinator
405-743-5419, mark.burch@careertech.ok.gov

Kristi Lofton

Program Specialist: Information Technology Cluster, BMITE Teacher Academy Planner/Coordinator,
Region 4 BMITE Coordinator
405-743-5426, kristi.lofton@careertech.ok.gov

Paxton Cavin

Oklahoma BPA and DECA Advisor
405-743-5473, paxton.cavin@careertech.ok.gov

Pamela Porter

Administrative Assistant, Web Manager
405-743-5119, pamela.porter@careertech.ok.gov

Valerie McBane

CTSO Bookkeeper
405-743-5409, valerie.mcbane@careertech.ok.gov

\\BMITE\BITE\New Teacher Information\Admin Guide to CT BMITE\bmiteadminguide2021-22.pdf