



# High School to College and Career Pathway: Secondary

Area of Study: Business Education

## Pathway: Business Administrative Support

Middle School		State Requirements			High School Suggested Education Plan				College & Careers																																																											
7 <sup>th</sup> Grade	8 <sup>th</sup> Grade	Middle School	High School	9 <sup>th</sup> Grade Suggested	10 <sup>th</sup> Grade Suggested	11 <sup>th</sup> Grade Suggested	12 <sup>th</sup> Grade Suggested	Beyond High School																																																												
Language Arts 7 1.00	Language Arts 8 1.00	2.00	Language Arts 4.00	Language Arts 9 1.00	Language Arts 10 1.00	Language Arts 11 1.00	Business Communication 1.00	<p>There are a number of options for education and training beyond high school, depending on your career goals.</p> <ul style="list-style-type: none"> <li>&gt; Certificate</li> <li>&gt; Associate degree</li> <li>&gt; Bachelor's degree</li> <li>&gt; Professional degree</li> <li>&gt; On-the-job training</li> <li>&gt; Apprenticeship</li> <li>&gt; Military training</li> </ul> <p><b>Business Administrative Support is:</b></p> <ul style="list-style-type: none"> <li>&gt; High wage</li> <li>&gt; High demand</li> <li>&gt; Nontraditional for Males</li> </ul> <p><b>Sample Occupations</b></p> <ul style="list-style-type: none"> <li>&gt; Administrative Assistant</li> <li>&gt; Business Education Teacher</li> <li>&gt; Customer Service Assistant</li> <li>&gt; Desktop Publisher</li> <li>&gt; Executive Secretary</li> <li>&gt; Office Manager</li> </ul> <p>For more information on salary projections, labor market demand, and training options, visit <a href="http://www.utahfutures.org">www.utahfutures.org</a>.</p>																																																												
Pre-Algebra 1.00	Elem. Algebra or Applied Math 1.00	2.00	Math 3.00	Geometry or Applied Math II 1.00	Intermediate Algebra 1.00	Accounting 1.00																																																														
Science .50	Science 1.00	1.50	Science 3.00	Earth Systems 1.00	Biological Science 1.00	Additional credit 1.00																																																														
Utah Studies .50	U.S. History I 1.00	1.50	Social Studies 2.50	Geography for Life .50	World Civilizations .50	U.S. History II 1.00	U.S. Government and Citizenship .50																																																													
P.E. 1.00	Health .50	1.50	P.E./Health 2.00	Participation Skills and Techniques .50		Fitness for Life .50 / Health Education .50 Lifetime Activities or Sport .50																																																														
The Arts .50	The Arts .50	1.00	Fine Arts 1.50	Fine Arts Courses 1.50																																																																
			Financial Literacy .50	Financial Literacy .50																																																																
Keyboarding .50			Computer Tech. .50	Computer Technology .50																																																																
CTE Intro 1.00		1.00	Career and Technical Education 1.00																																																																	
<p><b>Workforce Trends</b> According to the U.S. Department of Labor, secretaries and administrative assistants held more than 4.2 million jobs in 2006. This is one of the largest job categories in the U. S. About 9 out of 10 secretaries work in firms providing services. These services range from education and health care to legal and business services.</p> <p><b>Get the Facts</b> In the early days of mechanical typewriters, proficient typists could type so fast that the keys frequently jammed against each other. The familiar but illogical QWERTY keyboard was then developed in an effort to space often-used keys apart to prevent jamming.</p>		<p>Core Curriculum and elective requirements may vary district to district. Check with your school counselor.</p> <p>Concurrent enrollment course offerings vary by school and district.</p> <p>Many Utah post-secondary programs accept high school courses toward a two- or four-year degree through concurrent enrollment. Check regional post-secondary Pathways for details.</p> <p>Foundation courses taken beyond the required credits can be used as elective credit.</p>		<p><b>Career and Technical Education Recommended Pathway Courses</b> (Students may select individual courses for exploration, or a complete Pathway for an in-depth focus.) <b>CLASS AVAILABILITY MAY VARY AT YOUR HIGH SCHOOL</b></p> <table border="1"> <thead> <tr> <th>Course #</th> <th>Foundation Courses: (required)</th> <th>Credit</th> </tr> </thead> <tbody> <tr> <td colspan="3"><i>Choose two of the following courses:</i></td> </tr> <tr> <td>52.0511</td> <td>Business Communication I</td> <td>.50</td> </tr> <tr> <td>52.0521</td> <td>Business Communication II</td> <td>.50</td> </tr> <tr> <td>52.0419</td> <td>Computer Technology II</td> <td>.50</td> </tr> <tr> <td>52.0471</td> <td>Word Processing</td> <td>.50</td> </tr> <tr> <td colspan="3"><b>Elective Courses:</b></td> </tr> <tr> <td>52.0312</td> <td>Accounting I</td> <td>.50</td> </tr> <tr> <td>52.0322</td> <td>Accounting II</td> <td>.50</td> </tr> <tr> <td>52.0451</td> <td>Administrative Procedures</td> <td>.50</td> </tr> <tr> <td>52.0441</td> <td>Business Law</td> <td>.50</td> </tr> <tr> <td>52.0211</td> <td>Business Management</td> <td>.50</td> </tr> <tr> <td>52.0311</td> <td>Business Math</td> <td>.50</td> </tr> <tr> <td>52.0254</td> <td>Business Web Page Design</td> <td>.50</td> </tr> <tr> <td>52.0447</td> <td>Desktop Publishing I</td> <td>.50</td> </tr> <tr> <td>52.0457</td> <td>Desktop Publishing II</td> <td>.50</td> </tr> <tr> <td>08.0211</td> <td>Leadership Principles</td> <td>.50</td> </tr> <tr> <td>08.0708</td> <td>Marketing</td> <td>.50</td> </tr> <tr> <td>52.0461</td> <td>Word Processing Basics</td> <td>.50</td> </tr> <tr> <td>32.0199</td> <td>Student Internship (Critical Workplace Skills)</td> <td>.50</td> </tr> </tbody> </table>					Course #	Foundation Courses: (required)	Credit	<i>Choose two of the following courses:</i>			52.0511	Business Communication I	.50	52.0521	Business Communication II	.50	52.0419	Computer Technology II	.50	52.0471	Word Processing	.50	<b>Elective Courses:</b>			52.0312	Accounting I	.50	52.0322	Accounting II	.50	52.0451	Administrative Procedures	.50	52.0441	Business Law	.50	52.0211	Business Management	.50	52.0311	Business Math	.50	52.0254	Business Web Page Design	.50	52.0447	Desktop Publishing I	.50	52.0457	Desktop Publishing II	.50	08.0211	Leadership Principles	.50	08.0708	Marketing	.50	52.0461	Word Processing Basics	.50	32.0199	Student Internship (Critical Workplace Skills)	.50
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