



# High School to College and Career Pathway: Secondary

Area of Study: Business Education

## Pathway: Business Technology 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 Technology Support is:</b></p> <ul style="list-style-type: none"> <li>&gt; High skill</li> <li>&gt; High wage</li> </ul> <p><b>Sample Occupations</b></p> <ul style="list-style-type: none"> <li>&gt; Business Education Teacher</li> <li>&gt; Customer Service Assistant</li> <li>&gt; Desktop Publisher</li> <li>&gt; Executive Assistant</li> <li>&gt; Office Manager</li> <li>&gt; Secretary</li> <li>&gt; Web Page 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>Career and Technical Education Recommended Pathway Courses</b></p> <p>(Students may select individual courses for exploration, or a complete Pathway for an in-depth focus.)</p> <p><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>52.0254</td> <td>Business Web Page Design</td> <td>.50</td> </tr> <tr> <td>52.0419</td> <td>Computer Technology II</td> <td>.50</td> </tr> <tr> <td>52.0447</td> <td>Desktop Publishing I</td> <td>.50</td> </tr> <tr> <td colspan="3"><b>Elective Courses:</b></td> </tr> <tr> <td>52.0451</td> <td>Administrative Procedures</td> <td>.50</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>52.0211</td> <td>Business Management</td> <td>.50</td> </tr> <tr> <td>52.0311</td> <td>Business Math</td> <td>.50</td> </tr> <tr> <td>52.0264</td> <td>Business Web Page Design, Advanced</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>52.0471</td> <td>Word Processing</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> <p>1.00 credit (for Foundation Courses)</p> <p>2.00 credits (for Elective Courses)</p> <p>3.00 credits for completion</p>					Course #	Foundation Courses: (required)	Credit	<i>Choose two of the following courses:</i>			52.0254	Business Web Page Design	.50	52.0419	Computer Technology II	.50	52.0447	Desktop Publishing I	.50	<b>Elective Courses:</b>			52.0451	Administrative Procedures	.50	52.0511	Business Communication I	.50	52.0521	Business Communication II	.50	52.0211	Business Management	.50	52.0311	Business Math	.50	52.0264	Business Web Page Design, Advanced	.50	52.0457	Desktop Publishing II	.50	08.0211	Leadership Principles	.50	08.0708	Marketing	.50	52.0471	Word Processing	.50	52.0461	Word Processing Basics	.50	32.0199	Student Internship (Critical Workplace Skills)	.50
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<p><b>Workforce Trends</b> Business management and administrative services is projected to be one of the faster growing industries through the year 2014.</p> <p><b>Get the Facts</b> The World Wide Web has changed the way we communicate and consume information. Millions of Web pages already exist, with more in the works. However, most people don't possess the technical know-how to launch an eye-catching Web site. For those individuals with Web page design skills, job opportunities should be plentiful.</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>																																																												

Note: For more information, talk to your school counselor.