

# High School to College and Career Pathway: Secondary

*Career and Technical Education: Preparing Students for College and Career!*



## Area of Study: Business Education

### Pathway: Business Technology Support

#### Get the Facts

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 website. For those individuals with Web page design skills, job opportunities should be plentiful.

#### Workforce Trends

In Utah, the annual growth rate for a computer support specialist is projected to increase 2.8 percent through the year 2018.



#### CAREER AND TECHNICAL EDUCATION Recommended Pathway Courses

(Students may select individual courses for exploration, or a complete Pathway for an in-depth focus.)

CLASS AVAILABILITY MAY VARY AT YOUR HIGH SCHOOL

Course #	Foundation Courses: (required)	Credit
<i>Choose two of the following courses:</i>		
52.0451	Digital Business Applications	.50
52.0254	Business Web Page Design	.50
52.0419	Computer Technology II	.50
52.0447	Desktop Publishing I	.50
<b>Elective Courses:</b>		
52.0511	Business Communication I	.50
52.0521	Business Communication II	.50
52.0441	Business Law	.50
52.0211	Business Management	.50
52.0311	Business Math and Personal Finance	1.00
52.0264	Business Web Page Design, Advanced	.50
08.0710	Customer Service	.50
52.0457	Desktop Publishing II	.50
08.0211	Leadership Principles	.50
08.0711	Marketing 1	.50
52.0471	Word Processing	.50
52.0461	Word Processing Basics	.50
32.0199	Student Internship (Critical Workplace Skills)	.50

1.00 credit

2.00 credits

3.00 credits for completion

#### Business Technology Support is:

- > High skill
- > High wage

#### Sample Career Occupations

- > Business Education Teacher
- > Customer Service Assistant
- > Desktop Publisher
- > Executive Assistant
- > Office Manager
- > Secretary
- > Web Page Manager

Foundation courses taken beyond the required credits can be used as elective credit.

Middle School		State Requirements			High School Suggested Education Plan				College and Career
7th Grade	8th Grade	Middle School	High School		9th Grade Suggested	10th Grade Suggested	11th Grade Suggested	12th Grade Suggested	Beyond High School
Language Arts 7 1.00	Language Arts 8 1.00	2.00	Language Arts 4.00	4.00	Language Arts 9 1.00	Language Arts 10 1.00	Language Arts 11 1.00	Business Communication 1.00	There are a number of options for education and training beyond high school, depending on your career goals. <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> For more information on salary projections, labor market demand, and training options, visit <a href="http://www.utahfutures.org">www.utahfutures.org</a> .
Math * 1.00	Math * 1.00	2.00	Math 3.00	3.00	Math * 1.00	Math * 1.00	Math * 1.00	Accounting 1.00	
Science .50	Science 1.00	1.50	Science 3.00	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 3.00	3.00	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	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	1.50	Fine Arts Courses 1.50				
Keyboarding .50			Computer Tech. .50	.50	Computer Technology .50				
CTE Intro 1.00		1.00	CTE 1.00	1.00	Refer to Career and Technical Education box above.				

\* Talk to your school counselor about math requirements in the new common core curriculum. Core curriculum and elective requirements may vary district to district.

Concurrent enrollment course offerings vary by school and district. Many Utah postsecondary programs accept high school courses toward a two- or four-year degree through concurrent enrollment. Check regional postsecondary Pathways for details.