

High School to College and Career Pathway: Secondary

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



Area of Study: Business Education

Pathway: Accounting and Finance

Get the Facts
In Utah, a Certified Public Accountant (CPA) must have a master's degree in accounting and be licensed. The license must be renewed every two years.

Workforce Trends
Accountants, those with a CPA, continue to be in demand in both public and private industry audit and tax specialties. Demand is especially high in the tax and health care areas.

Accountants who have a lot of special skills, such as certified public accountants (CPAs) and certified management accountants, should have the easiest time finding a job.

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>		
52.0312	Accounting I	.50
52.0322	Accounting II	.50
52.0332	Accounting III (Honors)	.50
52.0342	Accounting IV (Honors)	.50
52.0813	Banking & Finance	.50
Elective Courses:		
52.0332	Accounting III	.50
52.0342	Accounting IV	.50
52.0511	Business Communication I	.50
52.0521	Business Communication II	.50
52.0621	Business Entrepreneurship	.50
52.0441	Business Law	.50
52.0211	Business Management	.50
52.0311	Business Math & Personal Finance	1.00
52.0419	Computer Technology II	.50
52.0451	Digital Business Applications	.50
52.0611	Economics	.50
08.0211	Leadership Principles	.50
08.0711	Marketing 1	.50
08.0301	Marketing Entrepreneurship	.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

Accounting and Finance is:
> High demand

Sample Career Occupations
> Accountant
> Accounting Clerk
> Auditor
> Bookkeeper
> Business Education Teacher
> Chief Financial Officer
> Loan Officer
> Tax Examiner
> Tax Preparer

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	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"> > Certificate > Associate degree > Bachelor's degree > Professional degree > On-the-job training > Apprenticeship > Military training <p>For more information on salary projections, labor market demand, and training options, visit www.utahfutures.org.</p>
Math * 1.00	Math * 1.00	2.00	Math 3.00	Math * 1.00	Math * 1.00	Math * 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 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	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				
Keyboarding .50			Computer Tech. .50	Computer Technology .50				
CTE Intro 1.00		1.00	CTE 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.

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 Administrative Support

Get the Facts

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.

Workforce Trends

According to the U.S. Department of Labor, secretaries and administrative assistants held more than 4.3 million jobs in 2008. 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.



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
Choose two of the following courses:		
52.0511	Business Communication I	.50
52.0521	Business Communication II	.50
52.0419	Computer Technology II	.50
52.0451	Digital Business Applications	.50
52.0471	Word Processing	.50
Elective Courses:		
52.0312	Accounting I	.50
52.0322	Accounting II	.50
52.0332	Accounting III or Accounting III (Honors)	.50
52.0342	Accounting IV or Accounting IV (Honors)	.50
52.0441	Business Law	.50
52.0211	Business Management	.50
52.0311	Business Math and Personal Finance	1.00
52.0254	Business Web Page Design	.50
52.0264	Business Web Page Design, Advanced	.50
52.0447	Desktop Publishing I	.50
52.0457	Desktop Publishing II	.50
08.0211	Leadership Principles	.50
08.0711	Marketing 1	.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 Administrative Support is:

- > High wage
- > High demand
- > Nontraditional for males

Sample Career Occupations

- > Administrative Assistant
- > Business Education Teacher
- > Customer Service Assistant
- > Desktop Publishing Specialist
- > Executive Secretary
- > Office 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	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"> > Certificate > Associate degree > Bachelor's degree > Professional degree > On-the-job training > Apprenticeship > Military training For more information on salary projections, labor market demand, and training options, visit www.utahfutures.org .
Math * 1.00	Math * 1.00	2.00	Math 3.00	Math * 1.00	Math * 1.00	Math * 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 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	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				
Keyboarding .50			Computer Tech. .50	Computer Technology .50				
CTE Intro 1.00		1.00	CTE 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.

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 Entrepreneurship

Get the Facts

There are nearly 27 million small businesses in the U.S., with 7.8 million of those owned by women. In 2008, there were 58,412 small businesses in Utah.

In June 2010, the U.S. Chamber of Commerce ranked Utah as one of the top ten states in support for entrepreneurship.

In November 2011, Forbes magazine ranked Utah the number one state for business.

Workforce Trends

To be an entrepreneur you don't need to be a certain age. A lot of teens are successful entrepreneurs. The U.S. Small Business Administration has a Teen Business link to help teens start, grow, and own a business:
<http://www.sbaonline.sba.gov/teens/>



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
52.0621	Business Entrepreneurship OR*	
08.0301	Marketing Entrepreneurship	.50
	<i>Choose one of the following courses:</i>	
52.0441	Business Law	.50
08.0708	Marketing	.50
52.0211	Business Management	.50
	Elective Courses:	
52.0312	Accounting I	.50
52.0322	Accounting II	.50
52.0332	Accounting III or Accounting III (Honors)	.50
52.0342	Accounting IV or Accounting IV (Honors)	.50
52.0813	Banking & Finance	.50
52.0511	Business Communication I	.50
52.0521	Business Communication II	.50
52.0311	Business Math & Personal Finance	1.00
52.0254	Business Web Page Design	.50
52.0419	Computer Technology II	.50
08.0710	Customer Service	.50
52.0451	Digital Business Applications	.50
52.0611	Economics	.50
08.0211	Leadership Principles	.50
08.1701	Real Estate	.50
08.0903	Sports & Entertainment Marketing	.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 Entrepreneurship is:

- > High skill
- > High wage
- > High demand

Sample Career Occupations

- > Business Education Teacher
- > Inventor
- > Retail Owner/Operator
- > Sales & Service Owner
- > Web Developer/Owner
- > Venture Capitalist

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	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"> > Certificate > Associate degree > Bachelor's degree > Professional degree > On-the-job training > Apprenticeship > Military training <p>For more information on salary projections, labor market demand, and training options, visit www.utahfutures.org.</p>
Math * 1.00	Math * 1.00	2.00	Math 3.00	Math * 1.00	Math * 1.00	Math * 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 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	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				
Keyboarding .50			Computer Tech. .50	Computer Technology .50				
CTE Intro 1.00		1.00	CTE 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.

High School to College and Career Pathway: Secondary

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Area of Study: Business Education

Pathway: Business Management

Get the Facts

If you aspire to earn an MBA, consider a path that includes some humanities, a bit of economics, and some patience.

Workforce Trends

In the past, MBAs generally covered all aspects of business. But these days, programs are expanding to include specializations ranging from nonprofit management to international business and electronic commerce.



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
52.0211	Business Management (required)	.50
	Choose one of the following courses:	
52.0441	Business Law	.50
52.0451	Digital Business Applications	.50
08.0711	Marketing 1	.50
	Elective Courses:	
52.0312	Accounting I	.50
52.0322	Accounting II	.50
52.0332	Accounting III or Accounting III (Honors)	.50
52.0342	Accounting IV or Accounting IV (Honors)	.50
52.0813	Banking and Finance	.50
52.0511	Business Communication I	.50
52.0521	Business Communication II	.50
52.0621	Business Entrepreneurship	.50
52.0311	Business Math & Personal Finance	1.00
52.0254	Business Web Page Design	.50
52.0419	Computer Technology II	.50
08.0710	Customer Service	.50
52.0447	Desktop Publishing I	.50
52.0457	Desktop Publishing II	.50
52.0611	Economics	.50
08.0802	Social Media Marketing	.50
08.0211	Leadership Principles	.50
08.0301	Marketing Entrepreneurship	.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 Management is:

- > High wage
- > High demand

Sample Career Occupations

- > Business Consultant
- > Business Education Teacher
- > Business Manager
- > Chief Executive Officer
- > e-Commerce Manager
- > Entrepreneur
- > Public Relations Manager

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

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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	There are a number of options for education and training beyond high school, depending on your career goals. <ul style="list-style-type: none"> > Certificate > Associate degree > Bachelor's degree > Professional degree > On-the-job training > Apprenticeship > Military training For more information on salary projections, labor market demand, and training options, visit www.utahfutures.org .
Math * 1.00	Math * 1.00	2.00	Math	3.00	Math * 1.00	Math * 1.00	Math * 1.00	Accounting 1.00	
Science .50	Science 1.00	1.50	Science	3.00	Earth Systems 1.00	Biological Sci.1.00	Additional Credit 1.00		
Utah Studies .50	U.S. History I 1.00	1.50	Social Studies	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	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				
Keyboarding .50			Computer Tech.	.50	Computer Technology .50				
CTE Intro 1.00		1.00	CTE	1.00	Refer to Career and Technical Education box above.				

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High School to College and Career Pathway: Secondary

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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
Choose two of the following courses:		
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
Elective Courses:		
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.

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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	There are a number of options for education and training beyond high school, depending on your career goals. <ul style="list-style-type: none"> > Certificate > Associate degree > Bachelor's degree > Professional degree > On-the-job training > Apprenticeship > Military training For more information on salary projections, labor market demand, and training options, visit www.utahfutures.org .
Math * 1.00	Math * 1.00	2.00	Math	3.00	Math * 1.00	Math * 1.00	Math * 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	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	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				
Keyboarding .50			Computer Tech.	.50	Computer Technology .50				
CTE Intro 1.00		1.00	CTE	1.00	Refer to Career and Technical Education box above.				

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