



# High School to College and Career Pathway: Secondary

Area of Study: Business Education

## Pathway: Accounting & Finance

Middle School		State Requirements			High School Suggested Education Plan				College & Careers																																																																	
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<p><b>Workforce Trends</b> 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.</p> <p>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.</p> <p><b>Get the Facts</b> 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.</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></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" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: blue; color: white;">Course #</th> <th style="background-color: blue; color: white;">Foundation Courses: (required)</th> <th style="background-color: blue; color: white;">Credit</th> </tr> </thead> <tbody> <tr> <td colspan="3" style="background-color: blue; color: white;">Choose two of the following courses:</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>52.0813</td> <td>Banking &amp; Finance</td> <td>.50</td> </tr> <tr> <td colspan="3" style="background-color: blue; color: white;">Elective Courses:</td> </tr> <tr> <td>52.0332</td> <td>Accounting III</td> <td>.50</td> </tr> <tr> <td>52.0342</td> <td>Accounting IV</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>52.0441</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>52.0611</td> <td>Economics</td> <td>.50</td> </tr> <tr> <td>52.0419</td> <td>Computer Technology II</td> <td>.50</td> </tr> <tr> <td>52.0621</td> <td>Business Entrepreneurship</td> <td>.50</td> </tr> <tr> <td>08.0301</td> <td>Marketing Entrepreneurship</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>					Course #	Foundation Courses: (required)	Credit	Choose two of the following courses:			52.0312	Accounting I	.50	52.0322	Accounting II	.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	52.0441	Business Law	.50	52.0211	Business Management	.50	52.0311	Business Math	.50	52.0611	Economics	.50	52.0419	Computer Technology II	.50	52.0621	Business Entrepreneurship	.50	08.0301	Marketing Entrepreneurship	.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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# High School to College and Career Pathway: Secondary

Area of Study: Business Education

## Pathway: Business Administrative Support

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<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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Area of Study: Business Education

## Pathway: Business Entrepreneurship

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<b>Workforce Trends</b> 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: <a href="http://www.sba.gov/teens/">http://www.sba.gov/teens/</a>		Core Curriculum and elective requirements may vary district to district. Check with your school counselor.  Concurrent enrollment course offerings vary by school and district.  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.  Foundation courses taken beyond the required credits can be used as elective credit.  *The Business or Marketing Entrepreneurship course counts towards the required Pathway credit.			<p align="center"><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.)</p> <p align="center"><b>CLASS AVAILABILITY MAY VARY AT YOUR HIGH SCHOOL</b></p> <table border="1"> <thead> <tr> <th>Course #</th> <th>Foundation Course: (required)</th> <th>Credit</th> </tr> </thead> <tbody> <tr> <td>52.0621</td> <td>Business Entrepreneurship OR*</td> <td>.50</td> </tr> <tr> <td>08.0301</td> <td>Marketing Entrepreneurship</td> <td>.50</td> </tr> <tr> <td colspan="3"><i>Choose one of the following courses:</i></td> </tr> <tr> <td>52.0441</td> <td>Business Law</td> <td>.50</td> </tr> <tr> <td>08.0708</td> <td>Marketing</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>08.9904</td> <td>Advertising/Promotion</td> <td>.50</td> </tr> <tr> <td>52.0813</td> <td>Banking &amp; Finance</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>52.0254</td> <td>Business Web Page Design</td> <td>.50</td> </tr> <tr> <td>08.0710</td> <td>Customer Service</td> <td>.50</td> </tr> <tr> <td>52.0611</td> <td>Economics</td> <td>.50</td> </tr> <tr> <td>08.0211</td> <td>Leadership Principles</td> <td>.50</td> </tr> <tr> <td>08.1701</td> <td>Real Estate</td> <td>.50</td> </tr> <tr> <td>08.0903</td> <td>Sports &amp; Entertainment Marketing</td> <td>.50</td> </tr> <tr> <td>52.0461</td> <td>Word Processing Basics</td> <td>.50</td> </tr> <tr> <td>52.0471</td> <td>Word Processing</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 Course: (required)	Credit	52.0621	Business Entrepreneurship OR*	.50	08.0301	Marketing Entrepreneurship	.50	<i>Choose one of the following courses:</i>			52.0441	Business Law	.50	08.0708	Marketing	.50	<b>Elective Courses:</b>			52.0312	Accounting I	.50	52.0322	Accounting II	.50	08.9904	Advertising/Promotion	.50	52.0813	Banking & Finance	.50	52.0511	Business Communication I	.50	52.0521	Business Communication II	.50	52.0211	Business Management	.50	52.0311	Business Math	.50	52.0254	Business Web Page Design	.50	08.0710	Customer Service	.50	52.0611	Economics	.50	08.0211	Leadership Principles	.50	08.1701	Real Estate	.50	08.0903	Sports & Entertainment Marketing	.50	52.0461	Word Processing Basics	.50	52.0471	Word Processing	.50	32.0199	Student Internship (Critical Workplace Skills)	.50
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# High School to College and Career Pathway: Secondary

Area of Study: Business Education

## Pathway: Business Management

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<b>Workforce Trends</b> 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.		Core Curriculum and elective requirements may vary district to district. Check with your school counselor.						1.00 credit																																																																					
<b>Get the Facts</b> If you aspire to earn an MBA, consider a path that includes some humanities, a bit of economics, and some patience.		Concurrent enrollment course offerings vary by school and district.																																																																											
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**Note:** For more information, talk to your school counselor.



# High School to College and Career Pathway: Secondary

Area of Study: Business Education

## Pathway: Business Technology Support

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<b>Workforce Trends</b> Business management and administrative services is projected to be one of the faster growing industries through the year 2014.		<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>																																																												
<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.																																																														

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