

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
<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
52.0451	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 (<i>Honors</i>)	.50
52.0342	Accounting IV or Accounting IV (<i>Honors</i>)	.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	<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.