

Connecting High School to College and Career

Career and Technical Education (CTE) provides critical learning and hands-on skills through Pathways within eight areas of study. Students who focus on a Pathway acquire the skills necessary for entry into well-paid careers with high potential for rapid financial growth, increased levels of responsibility, and a high degree of personal satisfaction.

CTE Pathways:

- Will jump-start your future career.
- Will give you unlimited opportunities.
- Will help you plan for life after high school—before graduation.
- Will save you time and money.

What is a Pathway?

- A Pathway is a sequence of courses within your area of interest.
- A Pathway connects from high school to college for a specific degree and/or career. A Pathway will save you time and money toward a college degree.

CTE: Keeping it REAL

- Classroom instruction connects to the REAL world of work and future career opportunities.
- Statistics indicate that CTE graduates are worth higher wages because they are more productive than other workers.

Did you know?

Ninety percent of jobs require training beyond high school.

Top 5 reasons to participate in CTE Career Pathways:

1. To acquire technical skills training.
2. To participate in hands-on learning.
3. To jump-start your future career.
4. To earn college credit while in high school through concurrent enrollment classes.
5. To save time and money!

Ask yourself:

- What do I want to be doing in 5 years?
- What do I want to be doing in 10 years?

Ask yourself:

- What classes should I take to get ready for college?
- What does it cost to go to college?

Ask yourself:

- Why should I plan?
- Why should I study?
- Why should I graduate from high school?

Ask yourself:

- How can I make a lot of money?
- How do I find a career?
- How can Pathways help me?

Acquiring critical learning and hands-on skills through education and training will open doors of opportunity for obtaining employment within your area of interest. Stay in school and finish your education. Your future depends on it.

For more information log onto
www.utahcte.org.

Utah State Office of Education
250 East 500 South P.O. Box 144200
Salt Lake City, UT 84114-4200
Patti Harrington, Ed.D., State Superintendent of Public Instruction
Mary Shumway, State Director of Career and Technical Education



Business Education
Business Administrative Support

High School to College and Career PATHWAYS



CAREER AND TECHNICAL EDUCATION
Giving Students the Edge





High School to College and Career Pathway: Secondary

Area of Study: Business Education

Pathway: Business Administrative Support

| Middle School | | State Requirements | | | High School Suggested Education Plan | | | | College & Careers | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 7 th Grade | 8 th Grade | Middle School | High School | 9 th Grade Suggested | 10 th Grade Suggested | 11 th Grade Suggested | 12 th Grade Suggested | Beyond High School | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Language Arts 7 1.00 | Language Arts 8 1.00 | 2.00 | 3.00 | 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>Sample Occupations</p> <ul style="list-style-type: none"> > Administrative Assistant > Business Education Teacher > Customer Service Assistant > Desktop Publisher > Executive Secretary > Office Manager <p>For more information on salary projections, labor market demand, and training options, visit www.careers.utah.gov.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Pre-Algebra 1.00 | Elem. Algebra or Applied Math 1.00 | 2.00 | 2.00 | Geometry or Applied Math II 1.00 | Intermediate Algebra 1.00 | Accounting 1.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Science .50 | Science 1.00 | 1.50 | 2.00 | Earth Systems 1.00 | Biological Science 1.00 | (1 additional credit—class of 2011) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Utah Studies .50 | U.S. History I 1.00 | 1.50 | 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 | 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 | 1.50 | Fine Arts Courses 1.50 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | .50 | | | Financial Literacy .50 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Keyboarding .50 | | | .50 | Computer Technology .50 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| CTE Intro 1.00 | | 1.00 | 1.00 | <p align="center">Career and Technical Education Recommended Pathway Courses</p> <p align="center">(Students may select individual courses for exploration, or a complete Pathway for an in-depth focus.)</p> <p align="center">CLASS AVAILABILITY MAY VARY AT YOUR HIGH SCHOOL</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">Elective 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>52.0451</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 | Elective Courses: | | | 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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| 52.0511 | Business Communication I | .50 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 52.0521 | Business Communication II | .50 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 52.0419 | Computer Technology II | .50 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 52.0471 | Word Processing | .50 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Elective Courses: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 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 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>Workforce Trends According to the U.S. Department of Labor, secretaries and administrative assistants held more than 4.1 million jobs in 2004. 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>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.</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 align="center">3.00 credits for completion</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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