

Connecting High School to College and Career

Career and Technical Education (CTE) provides critical learning and hands-on skills through Career 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 will connect your career interests from high school to college and/or career.
- A Pathway will help you acquire the depth of knowledge and skill linked with specific postsecondary programs that will lead to a certificate or degree and/or career.

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 life after high school—college and career?
- What does it cost to go to college?

Ask yourself:

- Why should I take this class?
- Why should I plan?
- Why should I study?
- Why should I graduate from high school?

Ask yourself:

- How can Pathways help me?
- How do I find the options that are right for me?
- How do I find a satisfying career?

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
UtahCTE.org.

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Business Education
Business Technology Support

High School to College and Career PATHWAYS



CAREER AND TECHNICAL EDUCATION
Giving Students the Edge



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
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.

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.