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 4 million jobs in 2010. 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	1.00 credit
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	2.00 credits
52.0322	Accounting II	.50	
52.0332	Advanced Accounting	1.00	
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 I	.50	
52.0461	Word Processing Basics	.50	
32.0199	Workplace Skills	.50	

3.00 credits for completion

Business Administrative Support is:

> High wage
> High demand
> Nontraditional for males

Sample Career Occupations

> Administrative Assistant
> Business Ed. Teacher
> Customer Service Asst.
> Desktop Publisher
> Executive Secretary
> Office Manager
> Legal Secretary/Paralegal

* Many business courses may qualify for concurrent enrollment credit, which in some cases may earn up to 1.0 credit toward the Business Pathway. Talk to your school counselor about availability.

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

Middle School		State Requirements			High School Suggested Education Plan			
7th Grade →	8th Grade →	Middle School		High School	9th Grade Suggested →	10th Grade Suggested →	11th Grade Suggested →	12th Grade Suggested →
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
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
							Financial Literacy .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.			

College and Career

Beyond High School

There are a number of options for education and training beyond high school, depending on your career goals.

> 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.

* Talk to your school counselor about math requirements in the 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.