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 exist. However, most people don't possess the technical know-how to launch an eye-catching website. For those individuals with webpage 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 2020.

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	1.00 credit
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	2.00 credits
52.0521	Business Communication II	.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	
11.0210	Digital Media I	1.00	
08.0211	Leadership Principles	.50	
08.0711	Marketing I	.50	
11.0230	Web Development I	1.00	
52.0471	Word Processing	.50	
52.0461	Word Processing Basics	.50	
32.0199	Workplace Skills	.50	
			3.00 credits for completion

Business Technology Support is:

> High skill
> High wage

Sample Career Occupations

> Business Ed. Teacher
> Customer Service Asst.
> Desktop Publisher
> Executive Assistant
> Office Manager
> Secretary
> Web Page Manager

* 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.