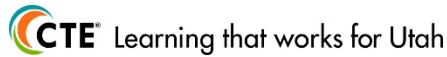


Utah Career and Technical Education Career Pathway

2019-2020 School Year



<p>CTSO Information Career and Technical Student Organizations (CTSO) align with the national Career Clusters® and the Utah CTE Career Pathways.</p> <p>FBLA is the CTSO for students in the Office/Administrative Support Career Pathway. FBLA provides students with opportunities for leadership, community involvement, and career development.</p> <p>Workforce Trends According to the U.S. Department of Labor, secretaries and administrative assistants held about 4 million jobs in 2014, working in nearly every industry. This is one of the largest job categories in the U. S.</p> <p>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>	<h3 style="margin: 0;">Career Cluster: Business, Finance & Marketing</h3> <h3 style="margin: 0;">Career Pathway: Office/Administrative Support</h3> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr style="background-color: #00a651; color: white;"> <th style="width: 15%;">CORE CODE</th> <th style="width: 55%;">FOUNDATION COURSES (required)</th> <th style="width: 15%;">CREDITS</th> <th style="width: 15%;"></th> </tr> </thead> <tbody> <tr> <td></td> <td colspan="2" style="text-align: center;"><i>Choose two of the following courses:</i></td> <td></td> </tr> <tr> <td>32.02.00.00.110</td> <td>Business Communication 1</td> <td style="text-align: center;">.50</td> <td rowspan="4" style="text-align: center; vertical-align: middle;">1.00 credit</td> </tr> <tr> <td>32.02.00.00.216</td> <td>Business Office Specialist</td> <td style="text-align: center;">.50</td> </tr> <tr> <td>32.02.00.00.150</td> <td>Digital Business Applications</td> <td style="text-align: center;">.50</td> </tr> <tr> <td>37.01.00.00.001</td> <td>Digital Marketing</td> <td style="text-align: center;">.50</td> </tr> <tr style="background-color: #00a651; color: white;"> <td></td> <td colspan="2" style="text-align: center;">ELECTIVE COURSES</td> <td></td> </tr> <tr> <td>35.01.00.00.040</td> <td>A+ (Computer Repair/Maintenance)</td> <td style="text-align: center;">1.00</td> <td rowspan="10" style="text-align: center; vertical-align: middle;">2.00 credits</td> </tr> <tr> <td>32.02.00.00.010</td> <td>Accounting 1</td> <td style="text-align: center;">.50</td> </tr> <tr> <td>32.02.00.00.111</td> <td>Business Communication 2</td> <td style="text-align: center;">.50</td> </tr> <tr> <td>32.02.00.00.140</td> <td>Business Management</td> <td style="text-align: center;">.50</td> </tr> <tr> <td>35.02.00.00.035</td> <td>Computer Science Principles</td> <td style="text-align: center;">.50</td> </tr> <tr> <td>35.02.00.00.010</td> <td>Digital Media 1</td> <td style="text-align: center;">.50</td> </tr> <tr> <td>32.02.00.00.070</td> <td>Exploring Business and Marketing</td> <td style="text-align: center;">.50</td> </tr> <tr> <td>40.10.00.00.040</td> <td>Digital Graphics Arts Introduction *</td> <td style="text-align: center;">.50</td> </tr> <tr> <td>35.02.00.00.060</td> <td>Web Development 1</td> <td style="text-align: center;">.50</td> </tr> <tr> <td>35.02.00.00.065</td> <td>Web Development 2</td> <td style="text-align: center;">.50</td> </tr> <tr> <td>41.00.00.00.050</td> <td>CTE Internship</td> <td style="text-align: center;">.50</td> <td></td> </tr> <tr> <td>41.00.00.00.030</td> <td>Workplace Skills</td> <td style="text-align: center;">.50</td> <td></td> </tr> <tr> <td colspan="3" style="text-align: center;">3.00 credits for completion</td> <td></td> </tr> </tbody> </table> <p style="font-size: small; margin-top: 5px;">* Course can be taken up to 1.00 credit Foundation courses taken beyond the required credits can be used as elective credit.</p> <p style="text-align: center; font-weight: bold; margin-top: 10px;">Career and Technical Education provides all students access to high-quality, rigorous career-focused programs that result in attainment of credentials with labor market value.</p>	CORE CODE	FOUNDATION COURSES (required)	CREDITS			<i>Choose two of the following courses:</i>			32.02.00.00.110	Business Communication 1	.50	1.00 credit	32.02.00.00.216	Business Office Specialist	.50	32.02.00.00.150	Digital Business Applications	.50	37.01.00.00.001	Digital Marketing	.50		ELECTIVE COURSES			35.01.00.00.040	A+ (Computer Repair/Maintenance)	1.00	2.00 credits	32.02.00.00.010	Accounting 1	.50	32.02.00.00.111	Business Communication 2	.50	32.02.00.00.140	Business Management	.50	35.02.00.00.035	Computer Science Principles	.50	35.02.00.00.010	Digital Media 1	.50	32.02.00.00.070	Exploring Business and Marketing	.50	40.10.00.00.040	Digital Graphics Arts Introduction *	.50	35.02.00.00.060	Web Development 1	.50	35.02.00.00.065	Web Development 2	.50	41.00.00.00.050	CTE Internship	.50		41.00.00.00.030	Workplace Skills	.50		3.00 credits for completion				<p>Office/Administrative Support is: > High wage > High demand</p> <p>Sample Occupations Requiring: <u>High School Diploma</u> > Administrative Assistant > Customer Service Rep. > Executive Administrative Assistant > Executive Secretary > Legal Secretary > Secretary</p> <p><u>Certificate</u> > N/A</p> <p><u>Assoc. or Technical Degree</u> > Desktop Publisher > Legal Assistant/Paralegal</p> <p><u>Baccalaureate Degree</u> > Career and Technical Education Teacher > Computer and Information Systems Manger > General and Operations Manager</p> <p><u>Graduate or Prof. Degree</u> > Business Administrator</p>
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<p>Student Testimonial "The [Microsoft Office Specialist] certifications helped me land my current job at Lowe's Home Improvement. I am the manager there and perform all of the administrative functions. I do all of the accounting, book-keeping, data entry, and reporting. I'm using Microsoft Office daily, especially Excel." Andrew McLay</p>	<h3 style="margin: 0;">HIGH SCHOOL TO POSTSECONDARY EDUCATION AND TRAINING</h3> <p style="margin: 0; color: white;">There are a number of options for education and training beyond high school, depending on your career goals.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 15%; background-color: #00a651; color: white;">12th Grade</th> <th style="width: 15%; background-color: #f4a460; color: white;">1-Year Certificate</th> <th style="width: 15%; background-color: #76d7c4; color: white;">2-Year Associate or Technical Degree</th> <th style="width: 15%; background-color: #ffc000; color: white;">4-Year Bachelor's Degree</th> <th style="width: 15%; background-color: #808080; color: white;">More Graduate or Prof. Degree</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;"> <p style="font-size: small;">Certificates are awarded upon the successful completion of a brief course of study, usually one year or less. Upon completion of a course of study, a certificate does not require any further action to retain.</p> <p style="font-size: small;">In high school a variety of certificates can be earned.</p> </td> <td colspan="4" style="padding: 5px;"> <p style="font-size: small;">An academic degree is an award for the completion of a program or course of study over multiple years at postsecondary education institutions.</p> <p style="font-size: small;">In 2016-2017, 74 percent of secondary students who concentrated in a CTE Career Pathway placed in postsecondary education, advanced training, military service or employment (October 1-December 31).</p> </td> </tr> </tbody> </table>	12th Grade	1-Year Certificate	2-Year Associate or Technical Degree	4-Year Bachelor's Degree	More Graduate or Prof. Degree	<p style="font-size: small;">Certificates are awarded upon the successful completion of a brief course of study, usually one year or less. Upon completion of a course of study, a certificate does not require any further action to retain.</p> <p style="font-size: small;">In high school a variety of certificates can be earned.</p>	<p style="font-size: small;">An academic degree is an award for the completion of a program or course of study over multiple years at postsecondary education institutions.</p> <p style="font-size: small;">In 2016-2017, 74 percent of secondary students who concentrated in a CTE Career Pathway placed in postsecondary education, advanced training, military service or employment (October 1-December 31).</p>				<p>Utah Business and Industry Facts According to the Utah Department of Workforce Services, professional and business services makeup nearly 13 percent of Utah's employment base.</p>																																																										
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<p style="text-align: center; color: #00a651;">CTE Skill Certificates</p> <p style="font-size: small;">Competency-based student assessments, measured by core standards and competencies, needed to be successful in the workforce.</p>	<p style="text-align: center; color: #00a651;">UtahFutures: College and Career Planning</p> <p style="text-align: center; font-size: small;">Visit UtahFutures.org for salary projections, labor market demand, and training options.</p>																																																																					
<p style="font-size: small;">In 2017-2018, 111,238 CTE skill certificates were awarded to high school students. Students' knowledge and performance is demonstrated as part of the Skill Certificate process.</p>	<p style="font-size: small;">In 2016-2017, the graduation rate for students who concentrated in a CTE Career Pathway was 95 percent, compared to Utah's statewide graduation rate of 86 percent.</p>																																																																					