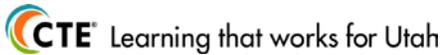


Utah Career and Technical Education Career Pathway

2017-2018 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 CTSTO for students in the Business Administrative and Technical 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 Management & Administration</h3> <h3 style="margin: 0;">Career Pathway: Business Administrative & Technical Support</h3>	<p>Business Administrative & Technical Support is: > High wage > High demand</p> <p>Sample Occupations Requiring: High School Diploma > Administrative Assistant > Customer Service Rep. > Executive Administrative Assistant > Executive Secretary > Legal Secretary > Secretary</p> <p>Certificate > N/A</p> <p>Assoc. or Technical Degree > Desktop Publisher > Legal Assistant/Paralegal</p> <p>Baccalaureate Degree > Career and Technical Education Teacher > General and Operations Manager</p> <p>Graduate or Prof. Degree > Business Administrator</p>																																																																											
	<table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <thead> <tr style="background-color: #0099cc; 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: #0099cc; color: white;"> <th colspan="4" style="text-align: center;">ELECTIVE COURSES</th> </tr> <tr> <td>35.01.00.00.040</td> <td>A+ (Computer Maintenance)</td> <td style="text-align: center;">1.00</td> <td rowspan="15" 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>32.02.00.00.280</td> <td>Business Web Page Design</td> <td style="text-align: center;">.50</td> </tr> <tr> <td>32.02.00.00.290</td> <td>Business Web Page Design, Advanced</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;">1.00</td> </tr> <tr> <td>37.01.00.00.025</td> <td>Customer Service</td> <td style="text-align: center;">.50</td> </tr> <tr> <td>32.02.00.00.190</td> <td>Desktop Publishing 1</td> <td style="text-align: center;">.50</td> </tr> <tr> <td>32.02.00.00.191</td> <td>Desktop Publishing 2</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;">1.00</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>35.02.00.00.060</td> <td>Web Development 1</td> <td style="text-align: center;">1.00</td> </tr> <tr> <td>32.02.00.00.370</td> <td>Word Processing</td> <td style="text-align: center;">.50</td> </tr> <tr> <td>41.00.00.00.030</td> <td>Workplace Skills</td> <td style="text-align: center;">.50</td> </tr> <tr> <td colspan="4" style="text-align: center; background-color: #ccc; font-weight: bold;">3.00 credits for completion</td> </tr> </tbody> </table> <p style="font-size: small;">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 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	32.02.00.00.280	Business Web Page Design	.50	32.02.00.00.290	Business Web Page Design, Advanced	.50	35.02.00.00.035	Computer Science Principles	1.00	37.01.00.00.025	Customer Service	.50	32.02.00.00.190	Desktop Publishing 1	.50	32.02.00.00.191	Desktop Publishing 2	.50	35.02.00.00.010	Digital Media 1	1.00	32.02.00.00.070	Exploring Business and Marketing	.50	35.02.00.00.060	Web Development 1	1.00	32.02.00.00.370	Word Processing	.50	41.00.00.00.030	Workplace Skills	.50	3.00 credits for completion				
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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;">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: 10px 0;"> <tr> <td style="width: 15%; background-color: #0099cc; color: white; text-align: center; padding: 5px;">12th Grade</td> <td style="width: 15%; background-color: #ff9933; color: white; text-align: center; padding: 5px;">1-Year Certificate</td> <td style="width: 15%; background-color: #99cc33; color: white; text-align: center; padding: 5px;">2-Year Associate or Technical Degree</td> <td style="width: 15%; background-color: #ffcc00; color: white; text-align: center; padding: 5px;">4-Year Bachelor's Degree</td> <td style="width: 15%; background-color: #999999; color: white; text-align: center; padding: 5px;">More Graduate or Prof. Degree</td> </tr> </table> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%; font-size: small;"> <p>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>In high school a variety of certificates can be earned.</p> </div> <div style="width: 45%; font-size: small;"> <p>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>In 2015-2016, 73 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> </div> </div>	12th Grade	1-Year Certificate	2-Year Associate or Technical Degree	4-Year Bachelor's Degree	More Graduate or Prof. Degree	<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: #0099cc; font-weight: bold;">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="font-weight: bold; margin: 0;">UtahFutures: College and Career Planning</p> <p style="font-size: small; margin: 0;">Visit UtahFutures.org for salary projections, labor market demand, and training options.</p>																																																																												
<p style="font-size: small;">In 2015-2016, 96,190 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 2015-2016, the graduation rate for students who concentrated in a CTE Career Pathway was 96.6 percent, compared to Utah's statewide graduation rate of 85 percent.</p>																																																																												