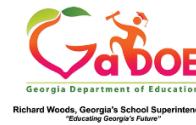


Program of Study: Business and Technology



This Program of Study may serve as a graduation guide for the next four plus years, along with other career planning and educational materials. Courses listed in this model may include recommended coursework and should be individualized to students' educational and career goals. Each graduation plan needs to meet minimum high school graduation requirements. Dual Enrollment courses can be high school academic and/or career technical education courses.

	Secondary: Business and Technology				Postsecondary		
Course/Grade	Ninth	Tenth	Eleventh	Twelfth	TCC	Diploma or AAS	Bachelor of Science
English	9 th grade Lit/Composition	10 th grade Lit/Composition	American Lit/Composition	World Lit/Composition / British Lit	Entrance or Exit Point	MAL1 TCC Management and Leadership Specialist -COMP 1000 Intro to Computer Literacy -MGMT 1100 Principles of Management -MGMT 1115 Leadership -MGMT 2125 Performance Management -MGMT 2130 Employee Training and Development Select 1: -MGMT 1110 Employment Rules & Regulations -MGMT 2120 Labor Management Relations -MKTG 1130 Business Regulations and Compliance	Entrance or Exit Point
Mathematics	Coordinate Algebra / Algebra I	Analytic Geometry / Geometry	Advanced Algebra / Algebra II	Pre-calculus			
Science	Physical Science	Biology	Chemistry	Physics			
Social Studies	Psychology	World History	US History	Government (½ unit) Economics (½ unit)			
Pathway Completer	Introduction to Business and Technology	Business and Technology	Business Communications	Work-Based Learning, Youth Apprenticeship, or Capstone Project			
Industry Recognized Credential (Pathway Completer)	Visit the End of Pathway Assessment Page (see note below)						
Required/ Selective Electives	Health & Personal Fitness (can be taken in grades 9-12)	Fine Arts course	Digital Design	Introduction to Digital Technology	Entrance or Exit Point	Entrance or Exit Point	
	Modern Language/Latin 2 units required for admissions to Georgia University System Colleges/Universities For a listing of Modern Language/Latin courses offered at your high school, please contact your advisor, counselor, or curriculum handbook.		Other Electives For a listing of other elective courses offered at your high school, please check with your advisor, counselor, or curriculum handbook.				

NOTE: Students have many options to **ENTER** and **EXIT** from their academic studies into the workforce. When a student graduates from high school, they are eligible to choose one of many **ENTRANCE POINT** options: **1.** Enroll in either a 2- or 4-year post-secondary program; **2.** Enroll in an apprenticeship program or the military; or **3.** Enter the workforce using technical skills learned in high school. When a student finishes a 2- or 4-year degree program, they may choose to **EXIT** and **1.** Enroll in an apprenticeship program or the military; **2.** Enroll in a professional university degree program; or **3.** Enter the workforce using technical skills learned.

Business and Technology Career Pathway Completers - Industry Credentialing for High School Students

Upon completion of sequenced courses in the Business and Technology Career Pathway, students are eligible to complete the Industry-Recognized student credential for fulfillment of the End of Pathway Assessment. Secondary students completing the Business and Technology pathway will be able to sit for the National Industry Credentialed assessment offered on-line from MOS. Once mastery is reached, students will receive recognition for completion and use this credential in conjunction with their job or continuing training. For specific assessment information, refer to: <http://bit.ly/BMA-EOPA>

Sample High Demand Careers in Georgia

Occupation Specialties	Level of Education Needed	Georgia Average Salary	Annual Average Openings in Georgia	2014 – 2024 Employment Outlook
Administrative Services Managers	Bachelor's Degree	\$92,393	334	High Demand, High Skill
Supervisors of Office & Admin Support	High School Diploma	\$56,789	1,161	High Demand, High Skill
Management Analysts	Bachelor's Degree	\$94,960	818	High Demand, High Skill

GDOL Labor Market Explorer

Go to GAFutures at www.gafutures.org for more information about your education and career planning, including valuable financial information (grants and scholarships including HOPE Program, grants and loans, FAFSA, and CSS forms).

Career Enhancement Opportunities	<p style="text-align: center;">Career-Related Education Activities</p> <ul style="list-style-type: none"> <input type="checkbox"/> Career Awareness <input type="checkbox"/> Career Exploration <input type="checkbox"/> Instructional Related <input type="checkbox"/> Connecting <input type="checkbox"/> Work-Based Learning <ul style="list-style-type: none"> • Employability Skill Dev. • Cooperative Education • Internship • Youth Apprenticeship • Clinicals 	<p style="text-align: center;">Postsecondary Options:</p> <ul style="list-style-type: none"> • 4-Year Universities/Colleges • 2-Year Colleges • Technical Colleges • State Registered Apprenticeships • Special Purpose Schools • On-the-Job Training • Military 	<p style="text-align: center;">Earning Postsecondary Credits While in High School</p> <p>A vital way to get ahead and realize you can pass college courses is by earning postsecondary credits as a high school student. Georgia offers a dual credit program titled Dual Enrollment. You need to talk with your parents, school counselor, or advisor about the proper courses to take each year in high school and dual credit.</p> <p>Students completing the course work in this Plan, will have earned/completed an Industry Credential, Technical Certificate of Credit (TCC), Associates of Applied Science Degree, and/or Bachelor's Degree.</p>
	<p>Postsecondary Transition</p> <ul style="list-style-type: none"> • Students who will continue their education in a Program of Study at one of the University System of Georgia institutions should prepare to take the ACT or SAT for admissions. Tests for admissions may vary from institution to institution. Contact the selected institution for specific testing information. Additional admissions information can be found at Staying On Course. (https://www.usg.edu/assets/student_affairs/documents/Staying_on_Course.pdf) • Students who will continue their education in a Program of Study at one of the Technical College System of Georgia institutions should prepare to complete a placement exam. • Students who will continue their education and training in the US Military should take the ASVAB assessment. • Students should utilize electronic college and career databases to select the most appropriate postsecondary opportunities to match their selected career field, including registered apprenticeships. • Georgia's dual-credit programs have been combined into one program entitled Dual Enrollment, in which high school students may earn their high school course credits while taking college courses. 		
Related Pathway Occupations		Other Related Occupations	
<ul style="list-style-type: none"> • Administrative Services Managers • Database Administrators • Management Analysts • Secretaries • Computer Operators • Word Processor & Typists • Stock Clerks • Medical Secretaries • Legal 		<ul style="list-style-type: none"> • Shipping & Receiving Clerks • Office Machine Operators • Systems Managers • Budget Analysts • Computer & Information 	
*ONET Online			

Business and Technology Pathway Description

Career opportunities in every sector of the economy include technical and business skills learned within this pathway. A strong foundation of business concepts integrated with technology skills used in business will prepare workers for every occupation. Specific relevant careers include the support service industry, which is one of the largest job providers in the US economy. Support service positions include tasks such as managing projects, scheduling, planning, organizing, directing and evaluating business functions essential to efficient and productive business operations. As technology continues to advance, support service workers will increasingly assume the role of information and communication managers.

Education and training for jobs in this pathway range from high school career and technical career programs to one- and two-year programs. Written, oral and verbal communication skills, flexibility, personal presentation, leadership, time management and teamwork are all skills vital to this career area.