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

<table>
<thead>
<tr>
<th>Course/Grade</th>
<th>Ninth</th>
<th>Tenth</th>
<th>Eleventh</th>
<th>Twelfth</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>9th grade Lit/Composition</td>
<td>10th grade Lit/Composition</td>
<td>American Lit/Composition</td>
<td>World Lit/Composition /British Lit</td>
</tr>
<tr>
<td>Mathematics</td>
<td>Coordinate Algebra/Geometry</td>
<td>Analytic Geometry/Geometry</td>
<td>Advanced Algebra/Algebra II</td>
<td>Pre-calculus</td>
</tr>
<tr>
<td>Science</td>
<td>Physical Science</td>
<td>Biology</td>
<td>Chemistry</td>
<td>Physics</td>
</tr>
<tr>
<td>Social Studies</td>
<td>Psychology</td>
<td>World History</td>
<td>US History</td>
<td>Government (½ unit) Economics (½ unit)</td>
</tr>
<tr>
<td>Pathway Completer</td>
<td>Introduction to Business and Technology</td>
<td>Business and Technology</td>
<td>Business Communications</td>
<td>Work-Based Learning, Youth Apprenticeship, or Capstone Project</td>
</tr>
<tr>
<td>Industry Recognized Credential (Pathway Completer)</td>
<td>Visit the End of Pathway Assessment Page (see note below)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Postsecondary

<table>
<thead>
<tr>
<th>TCC</th>
<th>Diploma or AAS</th>
<th>Bachelor of Science</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAL1 TCC Management and Leadership Specialist</td>
<td>Completion of the MAL1 TCC leads to the Business Management diploma (MD12) and the Business Management degree (MD13).</td>
<td>The University System of Georgia offers students’ higher education options at 30 institutions throughout the state, providing a wide range of academic programming including certificates and associate, baccalaureate, masters, doctoral and professional degrees. <a href="https://apps.usg.edu/ords/f?p=118:1:0:::">https://apps.usg.edu/ords/f?p=118:1:0:::</a></td>
</tr>
<tr>
<td>-COMP 1000 Intro to Computer Literacy</td>
<td>-MGMT 1100 Principles of Management</td>
<td>-MGMT 1115 Leadership</td>
</tr>
<tr>
<td>-MGMT 1125 Performance Management</td>
<td>-MGMT 2125 Performance Management</td>
<td>-MGMT 2130 Employee Training and Development</td>
</tr>
<tr>
<td>-MGMT 2120 Labor Management Relations</td>
<td>-MKTG 1130 Business Regulations and Compliance</td>
<td></td>
</tr>
<tr>
<td>Select 1:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>-MGMT 1110 Employment Rules &amp; Regulations</td>
<td></td>
<td></td>
</tr>
<tr>
<td>-MGMT 2120 Labor Management Relations</td>
<td></td>
<td></td>
</tr>
<tr>
<td>-MKTG 1130 Business Regulations and Compliance</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**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://bitt.ly/BMA-EOPA](http://bitt.ly/BMA-EOPA)
### Sample High Demand Careers in Georgia

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

Go to GAfutures at [www.gafutures.org](http://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
- Career Awareness
- Career Exploration
- Instructional Related
- Connecting
- Work-Based Learning
- Employability Skill Dev.
- Cooperative Education
- Internship
- Youth Apprenticeship
- Clinicals

#### Postsecondary Options:
- 4-Year Universities/Colleges
- 2-Year Colleges
- Technical Colleges
- State Registered Apprenticeships
- Special Purpose Schools
- On-the-Job Training
- Military

#### Earning Postsecondary Credits While in High School
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.

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.

#### Postsecondary Transition
- 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](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 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
- Administrative Services Managers
- Computer Operators
- Database Administrators
- Word Processor & Typists
- Management Analysts
- Stock Clerks
- Legal Secretaries
- Medical Secretaries

#### Other Related Occupations
- Shipping & Receiving Clerks
- Budget Analysts
- Office Machine Operators
- Computer & Information Systems Managers

*ONET Online*

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**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.