

Student Plan of Study – Business and Technology



Name _____ Date _____ School _____

Parent/Guardian Signature _____ Date _____ Advisor/Counselor Signature _____ Date _____

*Current Area of Interest: **Business Management & Administration/Business and Technology** - This PLAN OF STUDY should serve as a guide for the next four years. **Courses listed in this plan are only recommended coursework and should be individualized to meet each student's educational and career goals. All plans will meet minimum high school graduation requirements.** Applicants to the University System of Georgia and the Technical College System of Georgia institutions should be advised that meeting minimum requirements will not guarantee admission. Postsecondary institutions may set additional requirements.*

Business Management & Administration

Grade Level	I. English/Language Arts Total 4 credits	II. Math Total 4 credits	III. Science Total 4 credits	IV. Social Studies Total 3 credits	V. Health/Personal Fitness Total 1 credit	VII. Possible electives in additional pathways (students should check the local course description catalog for these and other electives) Total 4 credits
9	9 th Literature & Composition or Approved Dual Enrollment Course 1 credit Credit Earned <input type="checkbox"/>	1 CCGPS Cord Algebra 2 CCGPS Analytic Geometry 3 CCGPS Accel Cord Algebra/Analytic Geometry 4 CCGPS Accel Analytic Geometry B/Adv. Algebra 1 credit * Credit Earned <input type="checkbox"/>	Biology or Approved Dual Enrollment Course 1 credit * Credit Earned <input type="checkbox"/>	American Government/Civics or AP Government/ Politics US or Approved Dual Enrollment Course ½ credit Credit Earned <input type="checkbox"/>	Health ½ credit Credit Earned <input type="checkbox"/> Personal Fitness ½ credit Credit Earned <input type="checkbox"/> VI. CTAE Pathway Total 3 credits	Advanced Academic Pathways English/Language Arts, Math, Science, Social Studies An advanced academic pathway may be followed in any one of the content subjects listed above. Upon graduation, students earn an advanced academic pathway when they complete the required coursework to include at least one AP or one IB or one Dual Enrollment course. An advanced academic pathway should also include at least two credits in one world language. AP, Dual Enrollment and Georgia Virtual School courses may be available.
10	10 th Literature & Composition or World Literature & Composition or Approved Dual Enrollment Course 1 credit Credit Earned <input type="checkbox"/>	1 CCGPS Analytic Geometry 2 CCGPS Adv Algebra 3 CCGPS Accel Analytic Geometry/Adv. Algebra 4 CCGPS Pre-Calculus 1 credit * Credit Earned <input type="checkbox"/>	Physical Science or Physics or AP Physics or Approved Dual Enrollment Course 1 credit * Credit Earned <input type="checkbox"/>	World History or AP World History or Approved Dual Enrollment Course 1 credit Credit Earned <input type="checkbox"/>	07.44130 Into to Business & Technology or Approved Dual Enrollment Course 1 credit Credit Earned <input type="checkbox"/>	World Language Pathways **Two credits are required for admissions to University System Institutions. For a listing of world language courses offered at your high school, please check with your advisor, counselor, or local course description catalog. A world language pathway may be followed in any of the world language areas included in the state list of approved courses. Upon graduation, students earn a world language pathway when they complete three credits in one language. The third course may reflect an AP, IB or Dual Enrollment designation. Georgia Virtual School and ACCEL courses may be available.
11	American Literature/ Composition or AP English Language & Composition/American Lit or Approved Dual Enrollment Course 1 credit Credit Earned <input type="checkbox"/>	1 CCGPS Adv. Algebra 2 CCGPS Pre-Calculus 3 CCGPS Accel Pre-Cal 4 CCGPS Cal or AP Cal 1 credit * Credit Earned <input type="checkbox"/>	Chemistry or Environmental Science or Earth Systems or AP/IB or Approved Dual Enrollment Course 1 credit * Credit Earned <input type="checkbox"/>	United States History or AP US History or IB History of the Americas or Approved Dual Enrollment Course 1 credit Credit Earned <input type="checkbox"/>	07.44100 Business and Technology or Approved Dual Enrollment Course 1 credit Credit Earned <input type="checkbox"/>	Fine Arts/Performing Arts Pathways Visual Arts, Dance, Music, Journalism, Theatre A fine arts pathway may be followed in any one of the five areas listed above. Upon graduation, students complete a fine arts/performing arts pathway when three courses have been successfully completed in any one of the five areas. A student should consult a counselor or advisor for related coursework. AP, Dual Enrollment and Georgia Virtual School courses may be available.
At the end of the 11 th grade, students planning to enter a University System of Georgia Institution or Technical College System of Georgia Institution should take the appropriate admissions test (SAT, ACT, Compass).						
12	Advanced Composition or British Literature or AP/IB English Literature & Composition or Approved Dual Enrollment Course 1 credit Credit Earned <input type="checkbox"/>	CCGPS Pre-Cal or Adv Math Decision Making or Math of Ind & Govern' or AP Stats or IB Math or Approved Dual Enrollment Course 1 credit * Credit Earned <input type="checkbox"/>	Any of the other previous courses or Ecology or Geology or Approved Dual Enrollment Course 1 credit * Credit Earned <input type="checkbox"/>	Econ/Business/Free Enterprise or AP Macro Econ or AP Micro Econ or IB Econ or Approved Dual Enrollment Course ½ credit Credit Earned <input type="checkbox"/>	07.45100 Business Communication or Approved Dual Enrollment Course 1 credit Credit Earned <input type="checkbox"/>	Legend: *Science: Approved 4th Sciences may be used to meet both the required science and required elective in a Career, Technical and Agricultural Education (CTAE) sequence of courses; see Fourth Science Requirements for more information. Student may take science courses in any sequence. **Math: Select Math sequence 1, 2, 3, 4, based on 9 th grade entry course. ***Students must complete two credits of the same world language for admission to University System of Georgia institutions. **** Students should complete a CTAE pathway and take the related end of pathway assessment.
Sample Elective Courses	Other English Elective Courses: Literary Types/Composition Journalism Oral/Written Communication Speech	Other Math Elective Courses: Calculus AP Calculus Math of Finance	Other Science Elective Courses: Astronomy or AP/IB Science	Other Social Studies Elective Courses: Current Issues or AP/IB Soc Studies or Psychology or Sociology or Humanities	Other CTAE Elective Courses: Other CTAE electives are available to complete a related pathway	NOTE: Local systems may offer core courses in a different sequence; not all local systems offer every pathway. Students should explore all credit possibilities including Georgia's Virtual School Program , Dual Enrollment , Advanced Placement (AP), International Baccalaureate (IB) and Work-Based Learning (WBL) to reach their educational and career goals.

SAMPLE Pathway OCCUPATIONS			
See * Georgia's HOT Careers to 2020 for more information on high-skilled, high-wage and high-demand occupations.			
Occupation Specialties	Entry Level of Education Needed	2012 Annual Wage	Annual Openings 2012-2020
Administrative Services Managers	Bachelor's Degree	\$77,500	450
Supervisors of Office & Admin Support	High School	\$48,100	2,180
*Management Analysts	Bachelor's Degree	\$77,000	1,500

Source: Georgia Department of Labor/ONET

For more information about your education and career planning, including valuable financial aid information that includes grants and scholarships, see your school counselor.

*****[Current Georgia Graduation Rule](#)**

Coursework	Credits	Coursework	Credits
I. English/Language Arts	4	V. Health & Physical Education	1
II. Math	4	VI. **Career, Technical & Agricultural Education and/or ***World Languages, and/or Fine Arts	3
III. *Science	4	VII. Electives	4
IV. Social Studies	3	TOTAL	23

*Selected [4th Science](#) courses may be used to meet both the required science and required elective in a CTAE sequence of courses.

**Students must complete three credits to complete a CTAE pathway and take the end of pathway assessment.

***Students must complete two credits of the same world languages for admission to Georgia Board of Regents colleges/universities.

**** Current graduation requirements should be met in all content areas.

NOTE: This plan represents minimum graduation requirements. Local systems may require additional coursework.

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](#). ([w www.usg.edu/student_affairs/documents/Staying_on_Course.pdf](http://www.usg.edu/student_affairs/documents/Staying_on_Course.pdf))
- Students who will continue their education in a Program of Study at one of Georgia's Technical Colleges should prepare to take the COMPASS test for admissions.
- 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 including registered apprenticeships to match their selected career field.
- Georgia's dual-credit programs have been combined into one program entitled Move on When Ready, in which high school students may earn their high school course credits while taking college courses.

Possible Student Pathway Credentialing Opportunities:

Students completing a pathway are eligible to take a Credentialing/End of Pathway Assessment (EOPA) upon successful completion of the three required courses in the pathway. For specific assessment information, refer to <http://www.gadoe.org/Curriculum-Instruction-and-Assessment/CTAE/Pages/CTAE-Georgia-Assessments.aspx>.

<p>*Related Pathway Occupations:</p> <ul style="list-style-type: none"> Administrative Services Managers Computer Operators Database Administrators Word Processor & Typists Management Analysts Stock Clerks Legal Secretaries Medical Secretaries 	<p>Other Related Business Management & Administration Occupations:</p> <ul style="list-style-type: none"> Shipping & Receiving Clerks Budget Analysts Office Machine Operators Computer & Information Systems Managers <p>*ONET Online</p>
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Business and Technology

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.