

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:					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	MAL1 TCC Management and Leadership Specialist Find the campus for the TCC options	Completion of the MAL1 TCC leads to the Business Management diploma (MD12) and the Business Management degree (MD13). Find the campus for the Diploma, Degree options	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. https://apps.ds.usg.edu/ords/?p=118:1:0
MATHEMATICS	Coordinate Algebra / Algebra I	Analytic Geometry / Geometry	Advanced Algebra / Algebra II	Pre-calculus			
SCIENCE	Physical Science	Biology	Chemistry	Physics			
SOCIAL STUDIES	World History	Psychology	US History	Government (½ unit) Economics (½ unit)			
PATHWAY COMPLETER	Introduction to Business and Technology	Business and Technology	Business Communications	Another course in focus area, Work-Based Learning, or Youth Apprenticeship			
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)	Financial Literacy	Introduction to Digital Technology	Entrepreneurship			
	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 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 In 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	In Demand, High Skill, High Wage
Supervisors of Office & Admin Support	High School Diploma	\$56,789	1,161	In Demand, High Skill
Management Analysts	Bachelor's Degree	\$94,960	818	In Demand, High Skill, High Wage
Database Administrators	Bachelor's Degree	\$87,839	373	High Skill, In Demand, High Wage

[Data link here.](#)

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-Related Education Activities <ul style="list-style-type: none"> • Career Awareness • Career Exploration • Instructional Related • Connecting <ul style="list-style-type: none"> • Work-Based Learning • Employability Skill Dev. • Cooperative Education • Internship • Youth Apprenticeship • Clinicals 	Postsecondary Options: <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 	Earning Postsecondary Credits While in High School <ul style="list-style-type: none"> • Dual Enrollment Program • Earn postsecondary credit while in high school • You can complete <ul style="list-style-type: none"> • Industry Credential • Technical Certificate of Credit (TCC) • Associates of Applied Science Degree • Bachelor's Degree • Who can help? <ul style="list-style-type: none"> • Parents • School Counselor • Advisor
	Postsecondary Transition <ul style="list-style-type: none"> • University System of Georgia Institutions: Admissions Testing <ul style="list-style-type: none"> • ACT or SAT • For More Information: <ul style="list-style-type: none"> • Contact the institution of your choice OR • Technical College System of Georgia <ul style="list-style-type: none"> • Placement Exam • United States Military <ul style="list-style-type: none"> • ASVAB Assessment • Use BRIDGE Law platform to inform decisions on postsecondary opportunities • Dual Enrollment <ul style="list-style-type: none"> • Earning high school course credits while taking college courses 		
Related Pathway Occupations		Other Related Occupations	
<ul style="list-style-type: none"> • Administrative Services Managers • Computer Operators • Database Administrators • Management Analysts • Legal Secretaries • Medical Secretaries • Word Processor & Typists • Stock Clerks 		<ul style="list-style-type: none"> • Shipping & Receiving Clerks • Office Machine Operators • Systems Managers • Budget Analysts • Computer & Information Systems Managers 	
*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.