# 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:

<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 / Algebra I</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>World History</td>
<td>Psychology</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>Another course in focus area, Work-Based Learning, or Youth Apprenticeship</td>
</tr>
<tr>
<td>Industry Recognized Credential (Pathway Completer)</td>
<td></td>
<td></td>
<td></td>
<td>Visit the End of Pathway Assessment Page (see note below)</td>
</tr>
</tbody>
</table>

## POSTSECONDARY:

<table>
<thead>
<tr>
<th></th>
<th>TCC</th>
<th>DIPLOMA OR AAS</th>
<th>BACHELOR OF SCIENCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENTRANCE/EXIT POINT</td>
<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.</td>
</tr>
<tr>
<td>Entrance/Exit Point</td>
<td>Find the campus for the TCC options</td>
<td>Find the campus for the Diploma, Degree options</td>
<td></td>
</tr>
</tbody>
</table>

## Required/Selective Electives

<table>
<thead>
<tr>
<th>Required/ Selective Electives</th>
<th>Health &amp; Personal Fitness (can be taken in grades 9-12)</th>
<th>Financial Literacy</th>
<th>Introduction to Digital Technology</th>
<th>Entrepreneurship</th>
</tr>
</thead>
<tbody>
<tr>
<td>Modern Language/Latin</td>
<td>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.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Electives</td>
<td>For a listing of other elective courses offered at your high school, please check with your advisor, counselor, or curriculum handbook.</td>
<td></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 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](http://bit.ly/BMA-EOPA)
# 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.

## Sample In 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>In Demand, High Skill, High Wage</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>In Demand, High Skill</td>
</tr>
<tr>
<td>Management Analysts</td>
<td>Bachelor’s Degree</td>
<td>$94,960</td>
<td>818</td>
<td>In Demand, High Skill, High Wage</td>
</tr>
<tr>
<td>Database Administrators</td>
<td>Bachelor’s Degree</td>
<td>$87,839</td>
<td>373</td>
<td>High Skill, In Demand, High Wage</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

- Dual Enrollment Program
- Earn postsecondary credit while in high school
- You can complete
  - Industry Credential
  - Technical Certificate of Credit (TCC)
  - Associates of Applied Science Degree
  - Bachelor’s Degree
- Who can help?
  - Parents
  - School Counselor
  - Advisor

## Postsecondary Transition

- University System of Georgia Institutions: Admissions Testing
  - ACT or SAT
  - For More Information:
    - Contact the institution of your choice OR
- Technical College System of Georgia
- Placement Exam
- United States Military
- ASVAB Assessment
- Use BRIDGE Law platform to inform decisions on postsecondary opportunities
- Dual Enrollment
  - Earning high school course credits while taking college courses

## Related Pathway Occupations

- Administrative Services Managers
- Computer Operators
- Database Administrators
- Word Processor
- Management Analysts
- Stock Clerks
- Legal Secretaries
- Medical Secretaries

Other Related Occupations

- Shipping & Receiving Clerks
- Budget Analysts
- Office Machine Operators
- Computer & Information Systems Managers

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*ONET Online