



High School to College and Career Pathway: Secondary Career and Technical Education

Area of Study: Business and Marketing Education

Pathway: Business Administrative and Technical Support

Get the Facts

In the early days of mechanical typewriters, proficient typists could type so fast that the keys frequently jammed against each other. The familiar but illogical QWERTY keyboard was then developed in an effort to space often-used keys apart to prevent jamming.

Workforce Trends

According to the U.S. Department of Labor, secretaries and administrative assistants held 3.9 million jobs in 2012 and worked in nearly every industry. This is one of the largest job categories in the U. S.

About 9 out of 10 secretaries work in firms providing services. These services range from education and health care to legal and business services.

CAREER AND TECHNICAL EDUCATION Recommended Pathway Courses

(Students may select individual courses for exploration, or a complete Pathway for an in-depth focus.)

CLASS AVAILABILITY MAY VARY AT YOUR HIGH SCHOOL

Course #	Foundation Courses: (required)	Credit
Choose two of the following courses:		
52.0511	Business Communication 1	.50
52.0419	Computer Technology 2	.50
52.0451	Digital Business Applications	.50
08.9904	Digital Marketing	.50
Elective Courses:		
11.9920	A+ (Computer Maintenance)	1.00
52.0312	Accounting 1	.50
52.0521	Business Communication 2	.50
52.0211	Business Management	.50
52.0254	Business Web Page Design	.50
52.0264	Business Web Page Design, Advanced	.50
11.0204	Computer Science Principles	1.00
08.0710	Customer Service	.50
52.0447	Desktop Publishing 1	.50
52.0457	Desktop Publishing 2	.50
11.0210	Digital Media 1	1.00
52.0111	Exploring Business and Marketing	.50
11.0230	Web Development 1	1.00
52.0471	Word Processing	.50
32.0199	Workplace Skills	.50

1.00 credit

2.00 credits

3.00 credits for completion

Foundation courses taken beyond the required credits can be used as elective credit.

Business Administrative and Technical Support is:

- > High wage
- > High demand

Sample Career Occupations

- > Administrative Assistant
- > Business Ed. Teacher
- > Customer Service Asst.
- > Desktop Publisher
- > Executive Secretary
- > Office Manager
- > Legal Secretary/Paralegal
- > Web Page Manager

In Utah, the annual growth rate for a computer support specialist is projected to increase 3.9 percent through the year 2022.

Middle School		State Requirements		High School Suggested Education Plan				College and Career
7th Grade	8th Grade	Middle School	High School	9th Grade Suggested	10th Grade Suggested	11th Grade Suggested	12th Grade Suggested	Beyond High School
Language Arts 7 1.00	Language Arts 8 1.00	2.00	Language Arts 4.00	Language Arts 9 1.00	Language Arts 10 1.00	Language Arts 11 1.00	Business Communication 1.00	There are a number of options for education and training beyond high school, depending on your career goals. <ul style="list-style-type: none"> > Certificate > Associate degree > Bachelor's degree > Professional degree > On-the-job training > Apprenticeship > Military training For more information on salary projections, labor market demand, and training options, visit UtahFutures.org .
Math * 1.00	Math * 1.00	2.00	Math 3.00	Math * 1.00	Math * 1.00	Math * 1.00	Accounting 1.00	
Science .50	Science 1.00	1.50	Science 3.00	Earth Systems 1.00	Biological Science 1.00	Additional Credit 1.00		
Utah Studies .50	U.S. History I 1.00	1.50	Social Studies 3.00	Geography for Life .50	World Civilizations .50	U.S. History II 1.00	U.S. Government and Citizenship .50	
P.E. 1.00	Health .50	1.50	General Financial Literacy .50			General Financial Literacy .50		
			P.E./Health 2.00	Participation Skills and Techniques .50	Fitness for Life .50 / Health Education .50 Lifetime Activities or Sport .50			
The Arts .50	The Arts .50	1.00	Fine Arts 1.50	Fine Arts Courses 1.50				
Keyboarding .50			Digital Literacy .50	Comp. Tech. or Exploring Computer Science .50				
College & Career Awareness 1.00		1.00	CTE 1.00	Refer to Career and Technical Education box above.				

> * Talk to your school counselor about math requirements in the core curriculum. Core curriculum and elective requirements may vary district to district.
 > Many CTE courses may qualify for concurrent enrollment credit, which in some cases may earn up to 1.0 credit toward Pathway completion. Talk to your school counselor about availability.

> Concurrent enrollment course offerings vary by school and district.
 > Many Utah postsecondary programs accept high school courses toward a two- or four-year degree through concurrent enrollment. Check regional postsecondary Pathways for details.