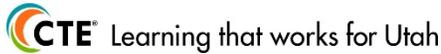


Utah Career and Technical Education Career Pathway

2019-2020 School Year



CTSO Information
 Career and Technical Student Organizations (CTSO) align with the national Career Clusters® and the Utah CTE Career Pathways.

FBLA is the CTSO for students in the Office/Administrative Support Career Pathway. FBLA provides students with opportunities for leadership, community involvement, and career development.

Workforce Trends
 According to the U.S. Department of Labor, secretaries and administrative assistants held about 4 million jobs in 2014, working 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 Cluster: Business, Finance & Marketing			
Career Pathway: Office/Administrative Support			
CORE CODE	FOUNDATION COURSES (required)	CREDITS	
<i>Choose two of the following courses:</i>			
32.02.00.00.110	Business Communication 1	.50	1.00 credit
32.02.00.00.216	Business Office Specialist	.50	
32.02.00.00.150	Digital Business Applications	.50	
37.01.00.00.001	Digital Marketing	.50	
ELECTIVE COURSES			
35.01.00.00.040	A+ Computer Maintenance and Repair	1.00	2.00 credits
32.02.00.00.010	Accounting 1	.50	
32.02.00.00.111	Business Communication 2	.50	
32.02.00.00.140	Business Management	.50	
35.02.00.00.035	Computer Science Principles	.50	
35.02.00.00.010	Digital Media 1	.50	
32.02.00.00.070	Exploring Business and Marketing	.50	
40.10.00.00.040	Digital Graphic Arts Introduction *	.50	
35.02.00.00.060	Web Development 1	.50	
35.02.00.00.065	Web Development 2	.50	
41.00.00.00.050	CTE Internship	.50	
41.00.00.00.030	Workplace Skills	.50	
3.00 credits for completion			

* Course can be taken up to 1.00 credit
 Foundation courses taken beyond the required credits can be used as elective credit.

Career and Technical Education provides all students access to high-quality, rigorous career-focused programs that result in attainment of credentials with labor market value.

Office/Administrative Support is:
 > High-wage
 > In-demand

Sample Occupations Requiring:
High School Diploma
 > Administrative Assistant
 > Customer Service Rep.
 > Executive Administrative Assistant
 > Executive Secretary
 > Legal Secretary
 > Secretary

Certificate
 > N/A

Assoc. or Technical Degree
 > Desktop Publisher
 > Legal Assistant/Paralegal

Baccalaureate Degree
 > Career and Technical Education Teacher
 > General and Operations Manager

Graduate or Prof. Degree
 > Business Administrator

Student Testimonial
 "The [Microsoft Office Specialist] certifications helped me land my current job at Lowe's Home Improvement. I am the manager there and perform all of the administrative functions. I do all of the accounting, book-keeping, data entry, and reporting. I'm using Microsoft Office daily, especially Excel."
 Andrew McLay

HIGH SCHOOL TO POSTSECONDARY EDUCATION AND TRAINING				
There are a number of options for education and training beyond high school, depending on your career goals.				
12th Grade	1-Year Certificate	2-Year Associate or Technical Degree	4-Year Bachelor's Degree	More Graduate or Prof. Degree
Certificates are awarded upon the successful completion of a brief course of study, usually one year or less. Upon completion of a course of study, a certificate does not require any further action to retain. In high school a variety of certificates can be earned.		An academic degree is an award for the completion of a program or course of study over multiple years at postsecondary education institutions. In 2016-2017, 74 percent of secondary students who concentrated in a CTE Career Pathway placed in postsecondary education, advanced training, military service or employment (October 1-December 31).		

Utah Business and Industry Facts
 According to the Utah Department of Workforce Services, professional and business services makeup nearly 13 percent of Utah's employment base.

UtahFutures: College and Career Planning
 Visit UtahFutures.org to explore occupations, search salary projections, access labor market information, investigate training options, and to create a plan.

Visit UtahCTE.org to access high-quality, rigorous career-focused programs that result in attainment of credentials with labor market value.

CTE Credentials of Value
 In 2017-2018, 112,867 CTE Skill Certifications were awarded to secondary students and 19,189 third-party certifications were earned by secondary students.

In 2017-2018, the graduation rate for students who concentrated in a CTE Career Pathway was 95 percent, compared to Utah's statewide graduation rate of 87 percent.