



**Career Cluster: Business, Finance & Marketing**

**Career Pathway: Business Information Management**

JUNIOR HIGH / MIDDLE SCHOOL			
<a href="#">College and Career Awareness</a>			
<a href="#">Creative Coding</a>	<a href="#">Keyboarding</a>		
<a href="#">Digital Literacy</a>	<a href="#">Word Processing</a>		
<a href="#">Exploring Business and Marketing</a>			
HIGH SCHOOL			
<b>EXPLORER COURSES:</b> Choose one or more of the following courses.			
<a href="#">Accounting 1</a> *	<a href="#">Business Law</a>	<a href="#">Database Development</a> * +	<a href="#">Entrepreneurship</a> *
<a href="#">Business Communication 1</a> * +	<a href="#">Business Math and Personal Finance</a> *	<a href="#">Digital Graphic Arts Intro</a> *	<a href="#">Information Technology, Intro</a> +
<a href="#">Business Communication 2</a>	<a href="#">Customer Service</a> * +	<a href="#">Economics</a> *	<a href="#">Web Development 1</a> *
<b>CONCENTRATOR COURSES:</b> To be a concentrator you must pass one of the following courses AND one explorer course.			
<a href="#">Business Office Specialist</a> *			
<a href="#">Digital Business Applications</a> *			
<b>COMPLETER COURSES:</b> To be a completer you must pass enough courses to earn 3.0 credits in this Pathway..			
<a href="#">Business and Marketing Capstone</a>			
CTE Internship			
POSTSECONDARY:			
Utah System of Higher Education: <a href="http://ushe.edu">ushe.edu</a>   UtahMajors.org: <a href="#">Utah Majors Guide</a>			
Utah System of Technical Colleges: <a href="http://utech.edu">utech.edu</a>			

\* concurrent enrollment course + recommended explorer course

HIGH SCHOOL TO POSTSECONDARY EDUCATION AND TRAINING			
There are several options for education and training beyond high school, depending on your career goals.			
	1-Year Certificate	2-Year Assoc. or Tech. Degree	4-Year Bachelor's Degree
	N/A		> Desktop Publisher > Legal Assistant/Paralegal > Web Developer

Utah CTE classes are open to all qualified students without regard to race, color, national origin, sex, disability, or age.

**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."

Andrew McLay  
 Murray High School

**LEARN MORE ABOUT OCCUPATIONS AND WAGES**

**Business, Finance & Marketing**

UtahCTE.org: [Fact Sheet](#)

UtahFutures.org: [Occupation/Wage Search](#)

**FBLA**

is the Career and Technical Student Organization (CTSO) for students in the Business Information Management Career Pathway.

[FBLA-PBL.org](http://FBLA-PBL.org) | [Utah-FBLA-PBL.org](http://Utah-FBLA-PBL.org)  
[Utah FBLA flyer](#)

