Program of Study: Business 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: Business and Technology						Postsecondary:			
Course/Grade	**9**	**10**	**11**	**12**		**TCC**	**Diploma or AAS**		**Bachelor of Science**
English 4 credits	9th Grade Lit	10th Grade Lit	American Lit	British Lit	**Entrance or Exit Point**	**MAL1 TCC Management and Leadership Specialist** • COMP 1000 Intro to Computer Literacy • MGMT 1100 Principles of Management • MGMT 1115 Leadership • MGMT 2125 Performance Management • MGMT 2130 Employee Training and Development Select 1: • MGMT 1110 Employment Rules & Regulations • MGMT 2120 Labor Management Relations • MKTG 1130 Business Regulations and Compliance	Completion of the MAL1 TCC leads to the following diplomas: • Business Management diploma (MD12) • Business Management degree (MD13) For more information on technical college programs, visit https://kms.tcsg.edu/POA	**Entrance or Exit Point**	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. For more information on college and university programs, visit apps.ds.usg.edu
Math 4 credits	Algebra I	Geometry	Algebra II	Fourth Math Selection					
Science 4 credits	Environmental Science	Physical Science	Biology	Fourth Science Selection					
Social Studies 3 credits	World History	US History	Economics and Government						
PE 1 credit	Health and Personal Fitness		Consult your counselor for course progression. Course progression on this sheet is based on general guidelines.						
Pathway 3 credits	Introduction to Business and Technology	Business and Technology	Business Communications	See Related CTAE Electives Below					
Electives	World Language Sequence French or Spanish *2 Units Required for admission to Georgia University System Colleges*		Fine Arts Visual Arts Band Chorus Drama	Advanced Placement Courses Dual Enrollment Courses					
	Related CTAE Electives Digital Design Introduction to Digital Technology Entrepreneurship		Work-Based Learning Internship Cooperative Education Youth Apprenticeship						

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 Career 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. Students will take the MOS PowerPoint exam.

Sample High Demand Careers in Georgia				
Occupation Specialties	Level of Education Needed	Georgia Average Salary	Annual Average Openings	2014-2024 Employment Outlook
Administrative Service Managers	Bachelor's Degree	$92,393	334	In Demand, High Skill, High Wage
Supervisors of Office and Admin Support	High School Diploma	$56,789	1,161	In Demand, High Skill
Management Analysis	Bachelor's Degree	$94,960	818	In Demand, High Skill, High Wage

GDOL Labor Market Explorer

Go to GAfutures at 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).

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.

Career Enhancement Opportunities

Career-Related Education Activities
- Career Awareness
- Career Exploration
- Instructional Related
- Connecting
- Work-Based Learning

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
A vital way to get ahead and realize you can pass college courses is by earning postsecondary credits as a high school student. Georgia offers a dual credit program titled Dual Enrollment. You need to talk with your parents, school counselor, or advisor about the proper courses to take each year in high school and dual credit.
Students completing the course work in this Plan, will have earned/completed an Industry Credential, Technical Certificate of Credit (TCC), Associates of Applied Science Degree, and/or Bachelor's Degree.

Postsecondary Transition
- Students who will continue their education in a Program of Study at one of the University System of Georgia institutions should prepare to take the ACT or SAT for admissions. Tests for admissions may vary from institution to institution. Contact the selected institution for specific testing information. Additional admissions information can be found at Staying On Course.(https://www.usg.edu/assets/student_affairs/documents/Staying_on_Course.pdf)
- Students who will continue their education in a Program of Study at one of the Technical College System of Georgia institutions should prepare to complete a placement exam.
- Students who will continue their education and training in the US Military should take the ASVAB assessment.
- Students should utilize electronic college and career databases to select the most appropriate postsecondary opportunities to match their selected career field, including registered apprenticeships.
- Georgia's dual-credit programs have been combined into one program entitled Dual Enrollment, in which high school students may earn their high school course credits while taking college courses.

Related Pathway Occupations	Other Related Occupations
- Administrative Service Managers - Computer Operators - Database Administrators - Word Processor and Typists - Management Analysts - Store Clerks - Legal Secretaries - Medical Secretaries	- Shipping and Receiving Clerks - Budget Analysts - Office Machine Operators - Computer and Information Systems Managers

ONET Online

Student Organization: Future Business Leaders of America (FBLA)	**Programs of Study Developed in Partnership**: the Georgia Department of Education, the Technical College System of Georgia, and the University System of Georgia. #CTAEDelivers