PROGRAM OF STUDY:

Business and Technology

#CTAE DELIVERS | Georgia's FUTURE WORKFORCE — GaDOE Career, Technical, and Agricultural Education | TCSG Technical College System of Georgia

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:

COURSE/ GRADE	NINTH	TENTH	ELEVENTH	TWELFTH
ENGLISH	9th grade Lit/ Composition	10th grade Lit/ Composition	American Lit/ Composition	World Lit/ Composition / British Lit
MATHEMATICS	Coordinate Algebra / Algebra I	Analytic Geometry / Geometry	Advanced Algebra / Algebra II	Pre-calculus
SCIENCE	Physical Science	Biology	Chemistry	Physics
SOCIAL STUDIES	World History	Psychology	US History	Government (½ unit) Economics (½ unit)
PATHWAY COMPLETER	**Introduction to Business Technology**	**Business and Technology**	**Business Communications**	Another course in focus area, Work-Based Learning, or Youth Apprenticeship
Industry Recognized Credential (Pathway Completer)		[Visit the End of Pathway Assessment Page](#) (see note below)		
Required/ Selective Electives	Health & Personal Fitness (can be taken in grades 9-12)	Introduction to Hardware Technology	Entrepreneurship	Financial Technologies and Services
	Modern Language/Latin *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.		**Other Electives** For a listing of other elective courses offered at your high school, please check with your advisor, counselor, or curriculum handbook.	

Postsecondary Transition

- University System of Georgia Institutions: Admissions Testing
  - ACT or SAT
  - For More Information:
  - Contact the institution of your choice
- 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

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

Business and Technology Pathway Description

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

Occupation Specialties	Level of Education Needed	Georgia Average Salary	Annual Average Openings in Georgia	2018 – 2028 Employment Outlook
Supervisor of Office & Admin Support	High School Diploma	$54,470	5,690	High Demand
Administrative Services Manager	Bachelor's Degree	$93,600	910	High Demand, High Skill
Management Analysts	Bachelor's Degree	$86,100	2,980	High Demand, High Skill
Database Administrators	Bachelor's Degree	$99,910	380	High Demand, High Skill

Related Pathway Occupations	Other Related Occupations
- Computer Operator - Medical Secretary - Legal Administrative Assistants - Word Processor	- Shipping and Receiving Clerks - Budget Analysts - Office Machine Operators - Computer & Information Systems Operator

O*NET Online

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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.

POSTSECONDARY:

TCC

Entrance/Exit Point

MAL1: Management & Leadership Specialist TCC

MGMT 1100 - Principles of Management (3hrs)
COMP 1000 - Introduction to Computer Literacy (3hrs)
MGMT 1115 - Leadership (3hrs)
MGMT 2125 - Performance Management (3hrs)
MGMT 2130 - Employee Training and Development (3hrs)
MGMT or MKTG Requirement (3hrs)

DIPLOMA OR AAS

Entrance/Exit Point

Completion of the MAL1 TCC leads to the Business Management diploma (MD12) and the Business Management degree (MD13).

MD12: Business Management Diploma
English Requirement (3hrs)
EMLP or PSYC Requirement (2hrs)
Math Requirement (3hrs)
MGMT 1100 - Principles of Management (3hrs)
MGMT 1105 - Organizational Behavior (3hrs)
MGMT 1115 - Leadership (3hrs)
MGMT 1120 - Introduction to Business (3hrs)
MGMT 1125 - Business Ethics (3hrs)
MGMT 2115 - Human Resource Management (3hrs)
MGMT 2125 - Performance Management (3hrs)
MGMT 2215 - Team Project (3hrs)
COMP 1000 - Introduction to Computer Literacy (3hrs)

Select guided electives in area of concentration (6hrs)
ACCT 1100 or MGMT 1135 (3hrs)
MGMT 1110 or MKTG 1130 (3hrs)

MD13: Business Management Degree
Area I: Language Arts/Communication (3hrs)
Area II: Social/Behavior Science (3hrs)
Area III: Natural Sciences/Mathematics (3hrs)
Area IV: Humanities/Fine Arts Elective (3hrs)

General Education Electives (6hrs)
ACCT 1100 or MGMT 1135 (3hrs)
MGMT 1110 or MKTG 1130 (3hrs)
COMP 1000 - Introduction to Computer Literacy (3hrs)
MGMT 1100 - Principles of Management (3hrs)
MGMT 1105 - Organizational Behavior (3hrs)
MGMT 1120 - Introduction to Business (3hrs)
MGMT 1115 - Leadership (3hrs)
MGMT 1125 - Business Ethics (3hrs)
MGMT 2115 - Human Resource Management (3hrs)
MGMT 2125 - Performance Management (3hrs)
MGMT 2215 - Team Project (3hrs)
Specializations (12hrs)

BACHELOR OF SCIENCE

Entrance/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. https://apps.ds.usg.edu/ords/f?p=118:1:0:

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).

Career Enhancement Opportunities

Career-Related Education Activities

- 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

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