High School to College and Career Pathway: Secondary

Career and Technical Education

Area of Study: Business and Marketing Education

Pathway: Accounting and Finance

Get the Facts

In Utah, a Certified Public Accountant (CPA) must have a master's degree in accounting and be licensed. The license must be renewed every two years.

Workforce Trends

Accountants, those with a CPA, continue to be in demand in both public and private industry audit and tax specialties. Demand is especially high in the tax and healthcare areas.

Accountants who have a lot of special skills, such as certified public accountants (CPAs) and certified management accountants, should have the easiest time finding a job.

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	
52.0312	Accounting 1	.50	1.00 credit
52.0322	Accounting 2	.50	
52.0332	Advanced Accounting	1.00	
	Elective Courses:		
52.0511	Business Communication 1	.50	2.00 credits
52.0521	Business Communication 2	.50	
52.0441	Business Law	.50	
52.0211	Business Management	.50	
52.0311	Business Mathematics and Personal Finance	1.00	
52.0419	Computer Technology 2	.50	
52.0611	Economics	.50	
52.0111	Exploring Business and Marketing	.50	
08.1701	Real Estate	.50	
08.0705	Retailing	.50	
32.0199	Workplace Skills	.50	

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

3.00 credits for completion

Accounting and Finance is:

> High demand

Sample Career Occupations

> Accountant
> Accounting Clerk
> Auditor
> Bookkeeper
> Business Ed. Teacher
> Chief Financial Officer
> Loan Officer
> Tax Examiner
> Tax Preparer

According to the Utah Department of Workforce Services, the median hourly wage for experience accountants and auditors is $29.70.

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**	
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	
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	
			General Financial Literacy	**.50**			General Financial Literacy .50		
P.E. 1.00	Health .50	**1.50**	**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.				

Beyond High School

There are a number of options for education and training beyond high school, depending on your career goals.

> 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.

> * 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.

High School to College and Career Pathway: Secondary

Career and Technical Education

Learning that works for Utah

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	1.00 credit
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	2.00 credits
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	

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

3.00 credits for completion

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.

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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
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
			General Financial Literacy	**.50**			General Financial Literacy .50	
P.E. 1.00	Health .50	**1.50**	**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.			

College and Career

Beyond High School

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> Military training

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High School to College and Career Pathway: Secondary

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Area of Study: Business and Marketing Education

Entrepreneurship and Management

businesses in the U.S., with women owning about 9.1 million. In Utah, there are approximately 73,000 small businesses, with women owning 24.9 percent of those businesses.

Since 1997 women-owned businesses in the U.S. have increased by 68 percent. In Utah, women-owned businesses have increased by 73.8 percent.

In 2014, Forbes ranked Utah third in the nation for the Best State for Business.

Workforce Trends

To be an entrepreneur you don't need to be a certain age. A lot of teens are successful entrepreneurs. The U.S. Small Business Administration has a Teen Business link to help teens start, grow, and own a business: http://www.sbaonline.sba.gov/teens/.

CAREER AND TECHNICAL EDUCATION Recommended Pathway Courses

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52.0441	Business Law	.50	1.00 credit
52.0211	Business Management	.50	
52.0621	Entrepreneurship	.50	
	Elective Courses:		
52.0312	Accounting 1	.50	2.00 credits
52.0511	Business Communication 1	.50	
52.0521	Business Communication 2	.50	
52.0311	Business Mathematics and Personal Finance	1.00	
52.0254	Business Web Page Design	.50	
52.0264	Business Web Page Design , Advanced	.50	
08.0710	Customer Service	.50	
52.0451	Digital Business Applications	.50	
52.0611	Economics	.50	
52.0111	Exploring Business and Marketing	.50	
08.0211	Leadership Principles	.50	
08.0711	Marketing 1	.50	
08.0903	Sports and Entertainment Marketing	.50	
32.0199	Workplace Skills	.50	

Foundation courses taken beyond the required credits can be used as elective credit. **3.00 credits for completion**

Entrepreneurship and Management is:

> High skill
> High wage
> High demand

Sample Career Occupations

> Business Education Teacher
> Business Manager
> Inventor/Entrepreneur
> Retail Owner/Operator
> Sales Representative
> Sales & Service Owner
> Web Developer/Owner
> Venture Capitalist

According to the U.S. Small Business Administration, businesses with fewer than 500 employees drive the economy, and represent about 55 percent of all jobs nationwide.

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