### Student Plan of Study – Business and Technology

**Name: __________________________ Date: __________ School: __________________________**

**Parent/Guardian Signature: __________________________ Date: __________ Advisor/Counselor Signature: __________________________ Date: __________**

Current Area of Interest: **Business Management & Administration/Business and Technology** - This PLAN OF STUDY should serve as a guide for the next four years. **Courses listed in this plan are only recommended coursework and should be individualized to meet each student’s educational and career goals. All plans will meet minimum high school graduation requirements. Applicants to the University System of Georgia and the Technical College System of Georgia institutions should be advised that meeting minimum requirements will not guarantee admission. Postsecondary institutions may set additional requirements.**

**Revision #3 March, 2014**

**Grade Level** | **I. English/Language Arts** | **II. Math** | **III. Science** | **IV. Social Studies** | **V. Health/Personal Fitness** | **VI. Possible electives in additional pathways (students should check the local course description catalog for these and other electives)** | **Total 4 credits**
--- | --- | --- | --- | --- | --- | --- | ---
9 | 1 credit | 1 credit | 1 credit | 1 credit | 1 credit | Advanced Academic Pathways | Total 4 credits
10 | 1 credit | 1 credit | 1 credit | 1 credit | 1 credit | World Language Pathways | **Two credits are required for admissions to University System Institutions.** For a listing of world language courses offered at your high school, please check with your advisor, counselor, or local course description catalog. A world language pathway may be followed in any of the world language areas included in the state list of approved courses. Upon graduation, students earn a world language pathway when they complete three credits in one language. The third course may reflect an AP, IB, or Dual Enrollment designation. Georgia Virtual School and ACCEL courses may be available.
11 | 1 credit | 1 credit | 1 credit | 1 credit | 1 credit | Fine Arts/Performing Arts Pathways | Any additional pathway may be followed in one of the five areas listed above. Upon graduation, students complete a fine arts/performing arts pathway when three courses have been successfully completed in any one of the five areas. A student should consult a counselor or advisor for related coursework. AP, Dual Enrollment and Georgia Virtual School courses may be available.
12 | 1 credit | 1 credit | 1 credit | 1 credit | 1 credit | Advanced Placement (AP), International Baccalaureate (IB) and Work-Based Learning (WBL) to reach their educational and career goals.

**Legend:**
- **Science:** Approved 4th Sciences may be used to meet both the required science and required elective in a Career, Technical and Agricultural Education (CTAE) sequence of courses; see Fourth Science Requirements for more information. Student may take science courses in any sequence.
- **Math:** Select Math sequence 1, 2, 3, 4, based on 9th grade entry course.
- **Students must complete two credits of the same world language for admission to University System of Georgia institutions.**
- **Students should complete a CTAE pathway and take the related end of pathway assessment.**

**At the end of the 11th grade, students planning to enter a University System of Georgia institution or Technical College System of Georgia institution should take the appropriate admissions test (SAT, ACT, Compass).**

- **Sample Elective Courses:**
  - Literary Types/Composition
  - Journalism
  - Oral/Written Communication Speech

- **Other Math Elective Courses:**
  - Calculus
  - AP Calculus
  - Math of Finance

- **Other Science Elective Courses:**
  - Astronomy or AP/IB Science

- **Other Social Studies Elective Courses:**
  - Current Issues or AP/IB
  - Societies of Psychology or Sociology or Humanities

- **Other CTAE Elective Courses:**
  - Other CTAE electives are available to complete a related pathway

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Dr. John D. Barge, State School Superintendent
"Making Education Work for All Georgia Students"
SAMPLE Pathway OCCUPATIONS
See *Georgia’s HOT Careers to 2020* for more information on high-skilled, high-wage and high-demand occupations.

<table>
<thead>
<tr>
<th>Occupation Specialties</th>
<th>Entry Level of Education Needed</th>
<th>2012 Annual Wage</th>
<th>Annual Openings 2012-2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Services Managers</td>
<td>Bachelor's Degree</td>
<td>$77,500</td>
<td>450</td>
</tr>
<tr>
<td>Supervisors of Office &amp; Admin Support</td>
<td>High School</td>
<td>$48,100</td>
<td>2,180</td>
</tr>
<tr>
<td><em>Management Analysts</em></td>
<td>Bachelor's Degree</td>
<td>$77,000</td>
<td>1,500</td>
</tr>
</tbody>
</table>

Source: Georgia Department of Labor/ONET

For more information about your education and career planning, including valuable financial aid information that includes grants and scholarships, see your school counselor.

**** Current Georgia Graduation Rule

<table>
<thead>
<tr>
<th>Coursework</th>
<th>Credits</th>
<th>Coursework</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. English/Language Arts</td>
<td>4</td>
<td>V. Health &amp; Physical Education</td>
<td>1</td>
</tr>
<tr>
<td>II. *Math</td>
<td>4</td>
<td>VI. **Career, Technical &amp; Agricultural Education</td>
<td>3</td>
</tr>
<tr>
<td>III. *Science</td>
<td>4</td>
<td>VII. and/or ***World Languages, and/or Fine Arts</td>
<td>4</td>
</tr>
<tr>
<td>IV. Social Studies</td>
<td>3</td>
<td>TOTAL</td>
<td>23</td>
</tr>
</tbody>
</table>

*Selected 4th Science courses may be used to meet both the required science and required elective in a CTAE sequence of courses.
**Students must complete three credits to complete a CTAE pathway and take the end of pathway assessment.
***Students must complete two credits of the same world languages for admission to Georgia Board of Regents colleges/universities.
**** Current graduation requirements should be met in all content areas.

NOTE: This plan represents minimum graduation requirements. Local systems may require additional coursework.

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](http://www.usg.edu/student_affairs/documents/Staying_on_Course.pdf)
- Students who will continue their education in a Program of Study at one of Georgia’s Technical Colleges should prepare to take the COMPASS test for admissions.
- 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 including registered apprenticeships to match their selected career field.
- Students can earn both high school and postsecondary credit while in high school. Georgia has multiple dual enrollment programs, including ACCEL, AP, IB, Dual Hope, Move On When Ready and Articulation.

Possible Student Pathway Credentialing Opportunities:

Students completing a pathway are eligible to take a Credentialing/End of Pathway Assessment (EOPA) upon successful completion of the three required courses in the pathway. For specific assessment information, refer to [http://www.gadoe.org/Curriculum-Instruction-and-Assessment/CTAE/Pages/CTAE-Georgia-Assessments.aspx](http://www.gadoe.org/Curriculum-Instruction-and-Assessment/CTAE/Pages/CTAE-Georgia-Assessments.aspx).

*Related Pathway Occupations:*
- Administrative Services Managers
- Computer Operators
- Database Administrators
- Word Processor & Typists
- Management Analysts
- Stock Clerks
- Legal Secretaries
- Medical Secretaries

*Other Related Business Occupations:*
- Shipping & Receiving Clerks
- Budget Analysts
- Office Machine Operators
- Computer & Information Systems Managers

**Business and Technology**

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.