



BUSINESS, MANAGEMENT & ADMINISTRATION

A GUIDE TO PURSUING YOUR CAREER PATH

BUSINESS & 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.

HIGH SCHOOL PATHWAY CLASSES >>>



INTRO TO BUSINESS & TECHNOLOGY provides an overview of business and technology skills required for today's business environment. Knowledge of business principles, the impact of financial decisions, and technology proficiencies demanded by business combine to establish the elements of this course. Emphasis is placed on developing proficient fundamental computer skills required for all career pathways. Students will learn essentials for working in a business environment, managing a business, and owning a business. Students should be prepared to earn an industry recognized credential: Microsoft Office User Specialist.



BUSINESS & TECHNOLOGY provides students with opportunities to enhance their knowledge and skills to be an asset to the collaborative, global and innovative business world of today and tomorrow. Mastery use of spreadsheets, publishing industry appropriate documents, and the ability to apply leadership skills to make informed business decisions will be a highlight of the course.



BUSINESS COMMUNICATIONS addresses the impact of written and visual communication in a technological society. Students will create, edit, and publish professional-appearing business documents with clear and concise communication. Creative design, persuasive personal and professional communications will be applied through research, evaluation, validation, written, and oral communication. Leadership development and teamwork skills will be stressed as students work independently and collaboratively. Presentation skills will be developed and modeled for students master presentation software in this course.

CAPSTONE: WBL INTERNSHIP >>>

WBL (WORK-BASED LEARNING) connects skilled, knowledgeable and driven students to local businesses every year. Students who participate in the Business pathway and have been selected to participate in WBL will leave school early to work with our fantastic business partners. Benefits to students include a chance to put skills learned in the classroom to use in an authentic setting, getting a competitive advantage on their career and networking with industry leading professionals all while still in high school. www.hallcowbl.org



CAREER TECH STUDENT ORGANIZATIONS >>>

FBLA Georgia FBLA is a nonprofit student organization committed to preparing today's students for success in business leadership.

FBLA is an important partner in the success of school-to-work programs, business education curriculums, and student leadership development. FBLA is recognized by the U.S. Departments of Education and Labor as an integral part of a co-curricular approach to business and leadership education.

The FBLA mission is to bring business and education together in a positive working relationship through innovative leadership and career development programs. We bring our mission to life through the application of our motto: Service, Education, and Progress.



POTENTIAL CAREERS >>>

- Computer Operators
- Database Administrators
- Word Processor & Typists
- Management Analysts
- Stock Clerks
- Legal Secretaries
- Medical Secretaries
- Shipping & Receiving Clerks
- Budget Analysts
- Office Machine Operators
- Computer & Information Systems Managers

BUSINESS & TECHNOLOGY

CAREER PATHWAY - PLAN OF STUDY



GRADUATION REQUIREMENTS >>>

ENGLISH/LANGUAGE ARTS

4 Units *Must Include:*

9th Grade Literature & American Literature

SOCIAL STUDIES

3 Units *Must Include:*

World History, US History, Government & Economics

MATHEMATICS

4 Units *Must Include:*

GSE Algebra I, GSE Geometry & GSE Algebra II

+

one additional GSE/AP/IB/DE Math course

OR

GSE Accelerated Algebra I/Analytic Geometry A,

GSE Accelerated Geometry B/Algebra II, GSE Precalculus

+

one additional GSE/AP/IB/DE Math course

SCIENCE

4 Units *Must Include:*

Physical Science or Physics; Biology;

Chemistry, Earth Systems, Environmental Science or AP/IB course

+

one additional Science course

HEALTH & PERSONAL FITNESS

1 Unit *Must Include:*

1/2 unit of each

CAREER, TECHNICAL & AGRICULTURE EDUCATION (CTAE)

3 Units *Must include:*

Intro to Business & Technology, Business & Technology,
Business Communications

ELECTIVES

4 Units

*Students planning to attend most post-secondary institutions must take 2 units of the same modern language.

TOTAL UNITS REQUIRED

23 Units

PERSONAL APTITUDES >>>

ACTIVITIES THAT DESCRIBE WHAT I LIKE TO DO:

- Perform routine, organized activities but can be flexible.
- Work with numbers & detailed information.
- Be the leader in a group.
- Make business contact with people.
- Create reports & convey ideas effectively.



PERSONAL QUALITIES THAT DESCRIBE ME:

- Organized
- Practical & logical
- Patient
- Tactful
- Responsible

WANT MORE INFORMATION ON YOU?

YouScience is the science of YOU – how your mind is wired, what makes you tick, the skills and knowledge that set you apart. You have talent and there's a path that's right for you – we can help you find it.



Login to Infinite Campus and locate the SLDS Portal link on the left. Once logged in, click on "My Career Plan" then choose "Go to YouScience".

WHAT YOU LEARN IN SCHOOL MATTERS

You're learning skills and knowledge that can make you a qualified candidate for in-demand careers. Industry-recognized certifications, available to all pathway students, are great signals to employers that you have the skills they're looking for. Certifications help validate what you know, so other people know, that you know it.

QUESTIONS?

Contact your CTAE teacher, WBL Coordinator or School Counselor

PATHWAY TO FUTURE CAREER OPTIONS >>>

HIGH SCHOOL

Pathway Courses

Intro to Business & Technology
Business & Technology
Business Communications

Capstone

WBL Internship
Dual Enrollment

POST-SECONDARY

Technical College

Certificate
Diploma Program
Degree Program

4 Year College/University

Bachelor Degree
Masters Degree
Graduate Studies