

ACADEMY: BUSINESS & ENTREPRENEURSHIP	CAREER CLUSTER: BUSINESS, MANAGEMENT & ADMINISTRATION	PATHWAY: BUSINESS TECHNOLOGY
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CURRICULUM CREDITS								
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		LANGUAGE ARTS (LA) 4 credits	MATH (MA) 4 credits	SCIENCE (SC) 4 credits	SOCIAL STUDIES (SS) 3 credits	HEALTH & PHYSICAL EDUCATION 1 credit	PATHWAY ELECTIVES 3 credits	OTHER ELECTIVES 4 credits
		1 credit 9 th grade Lit. 1 credit 10 th Lit. 1 credit 11 th grade Lit. 1 credit 12 th Lit	1 credit Algebra 1 1 credit Geometry 1 credit Algebra II 1 credit 12 th grade math	1 credit Biology 1 credit Chemistry 1 credit Physics 1 credit science elective	1 credit World History 1 credit US History .5 credit Economics .5 credit Political Systems	.5 credit personal fitness and .5 Health OR 3 credits JROTC	3 courses in the same pathway Introduction to Business *sequence can begin 9 th or 10 th grade	Other elective courses (any combination) (2 credits of the same modern or classical language are required for university admission in the state of Georgia)
HIGH SCHOOL	9th	9 th grade Literature & Composition (EOC)	Algebra I (EOC)	Biology (EOC)	Geography	Personal Fitness & Health	Introduction to Business and Technology	Foreign Language 1
	10th	10 th Grade Literature & Composition	Geometry (EOC)	Chemistry	World History		Business Technology	Foreign Language 2
	11th	11 th grade Lit. & Composition	Algebra II	Physics	US History		Business Communications	Maxwell Grayson Tech
	12th	12 th grade British Lit.		Science Elective	Econ/Political Systems			Work-Based Learning Dual Enrollment

CTSOs and/or additional learning opportunities:								
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CTE DUAL ENROLLMENT AND WORK-BASED LEARNING OPPORTUNITIES								
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OTHER	MAXWELL:	<p>The Gwinnett County Public Schools Work-Based Learning Programs (apprenticeship, coop, and internship) allow Juniors and Seniors the opportunity to obtain experience and skills in a workplace setting. It offers students a unique opportunity to prepare for future educational and career goals while in high school. All Work-Based Learning positions must support a minimum of 10 hours of work time weekly.</p> <p>A Work-Based Learning Program:</p> <ul style="list-style-type: none"> • Connects student learning more directly to the world of work 					<p>DUAL ENROLLMENT Georgia Gwinnett College Georgia Technical College</p>		
	GRAYSON TECH:								

		<ul style="list-style-type: none"> • Provides high-quality, work-based experiences for students • Assigns each student in the program to an employer whose job opportunity matches as closely as possible to the student’s academic and career goals • Enhances the educational foundation and career preparation students will need to succeed as adults • Cultivates the knowledge and skills of students to help them become business leaders for our economic future 		
POST SECONDARY	Secondary career and technical education programs may lead to industry recognized certificates, occupational opportunities or postsecondary education programs. Based on the Career Cluster of interest and identified career and technical education program, the following postsecondary options are available.			
	TECHNICAL CENTER PROGRAM(S) CERTIFICATIONS: ALL ON DISCOVERY’S CAMPUS MOS Word Specialist -IBT MOS Excel Specialist- Bus Technology MOS Access Specialist – Bus Technology MOS Word Expert – Bus Communications MOS PowerPoint Specialist – Bus Communications	COMMUNITY COLLEGE (2 Year Associate Degree) GEORGIA GWINNETT COLLEGE GEORGIA TECHNICAL COLLEGE LANIER TECHNICAL COLLEGE	UNIVERSITY PROGRAMS (4 Year Bachelor Degree) Georgia Gwinnett College Georgia State University Kennesaw State University University of Georgia	
CAREER	SAMPLE CAREER SPECIALTIES			
	SAMPLE Pathway OCCUPATIONS			
	See *Georgia’s HOT Careers to 2020 for more information on high-skilled, high-wage and high-demand occupations.			
	Occupation Specialties	Entry Level of Education Needed	2012 Annual Wage	Annual Openings 2012-2020
	Administrative Services Managers	Bachelor’s Degree	\$77,500	450
Supervisors of Office & Admin Support	High School	\$48,100	2,180	
*Management Analysts	Bachelor’s Degree	\$77,000	1,500	

PATHWAY COURSE DESCRIPTIONS

COURSE TITLE	COURSE DESCRIPTION
Introduction to Business and Technology	Introduction to Business and Technology is the first course in the Business and Technology pathway. This course is designed to provide an overview of business and technology skills, such as management and leadership, money management, marketing, and word processing. Students will learn essentials in communications, risk management, as well as various types of technology and employability skills used in the workplace. Introduction to Business and Technology provides an introductory look at becoming a successful business manager, owner, and entrepreneur. Upon completion of all three courses in the

	Business and Technology pathway, students will have the opportunity to earn the Microsoft Office Specialist (MOS) Certification in either Word, Excel, Access, Word Expert and/or PowerPoint.
Business Technology	Business and Technology is the second course in the Business and Technology pathway. This course is designed to expose students to professional communication skills and practices, problem-solving, ethical and legal issues, and the impact of effective presentation skills. Students will learn how to produce and publish industry appropriate documents, using spreadsheet and database software to manage data while analyzing, organizing, and sharing data through visually appealing presentations. Business and Technology provides an advanced look at preparing students with the knowledge and skills needed to be an asset to the collaborative, global, and innovative business world of today and tomorrow. Upon completion of the Business and Technology pathway, students will have the opportunity to earn the Microsoft Office Specialist (MOS) Certification in either Access or Excel.
Business Communications	Business Communications is the third course in the Business and Technology pathway. This course is designed to expose students to the value of communication in their personal and professional life. Students will learn how to create, edit, and publish professional-appearing business documents with clear and concise communications. Leadership and teamwork skills will be stressed as students work independently and collaboratively to master presentation software, as well as mastering professional presentation skills. Upon completion of all three courses in the Business and Technology pathway, students will have the opportunity to earn the Microsoft Office Specialist (MOS) Certification in either Word, Access, Excel, Word Expert or PowerPoint.

Students in this pathway may also wish to consider:

ADDITIONAL PATHWAYS/ELECTIVE COURSES	RATIONAL
Other CTAE Elective Courses: Other CTAE electives are available to complete a related pathway Financial Services Human Resources	Both pathways first class is Introduction to Business Technology