CTE CAREER PATHWAYS

BUSINESS ADMINISTRATIVE SUPPORT

Required:
- Business Communication I & II
- Computer Technology II

Elective (2 credits):
- Accounting I & II (1.0)
- Business Management (.5)
- Business Webpage Design (.5)
- Desktop Publishing (.5)
- Leadership Principles (.5)
- Marketing I (.5)
- Student Internship (.5)

Sample Career Occupations:
- Administrative Assistant
- Business Education Teacher
- Customer Service Assistant
- Desktop Publishing Specialist
- Executive Secretary
- Office Manager

Workforce Trends:
According to the U.S. Department of Labor, secretaries and administrative assistants held more than 4.3 million jobs in 2008. This is one of the largest job categories in the U.S.

Questions? Talk to your Business teacher or the Career Pathways Coordinator.