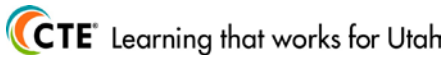


# Utah Career and Technical Education Career Pathway

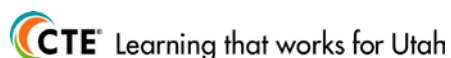
## 2017-2018 School Year



<p><b>CTSO Information</b> Career and Technical Student Organizations (CTSO) align with the national Career Clusters® and the Utah CTE Career Pathways.</p> <p>FBLA is the CTSSO for students in the Business Administrative and Technical Support Career Pathway. FBLA provides students with opportunities for leadership, community involvement, and career development.</p> <p><b>Workforce Trends</b> According to the U.S. Department of Labor, secretaries and administrative assistants held about 4 million jobs in 2014, working in nearly every industry. This is one of the largest job categories in the U. S.</p> <p>About 9 out of 10 secretaries work in firms providing services. These services range from education and health care to legal and business services.</p>	<h3 style="margin: 0;">Career Cluster: Business Management &amp; Administration</h3> <h3 style="margin: 0;">Career Pathway: Business Administrative &amp; Technical Support</h3>	<p><b>Business Administrative &amp; Technical Support is:</b> &gt; High wage &gt; High demand</p> <p><b>Sample Occupations Requiring:</b> <a href="#">High School Diploma</a> &gt; Administrative Assistant &gt; Customer Service Rep. &gt; Executive Administrative Assistant &gt; Executive Secretary &gt; Legal Secretary &gt; Secretary</p> <p><a href="#">Certificate</a> &gt; N/A</p> <p><a href="#">Assoc. or Technical Degree</a> &gt; Desktop Publisher &gt; Legal Assistant/Paralegal</p> <p><a href="#">Baccalaureate Degree</a> &gt; Career and Technical Education Teacher &gt; Computer and Information Systems Manger &gt; General and Operations Manager</p> <p><a href="#">Graduate or Prof. Degree</a> &gt; Business Administrator</p>																																																																											
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<p><b>Student Testimonial</b> "The [Microsoft Office Specialist] certifications helped me land my current job at Lowe's Home Improvement. I am the manager there and perform all of the administrative functions. I do all of the accounting, book-keeping, data entry, and reporting. I'm using Microsoft Office daily, especially Excel."  Andrew McLay</p>	<h3 style="margin: 0;">HIGH SCHOOL TO POSTSECONDARY EDUCATION AND TRAINING</h3> <p style="margin: 0; color: white;">There are a number of options for education and training beyond high school, depending on your career goals.</p>	<p><b>Utah Business and Industry Facts</b> According to the Utah Department of Workforce Services, professional and business services makeup nearly 13 percent of Utah's employment base.</p>																																																																											
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## 2017-2018 School Year



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