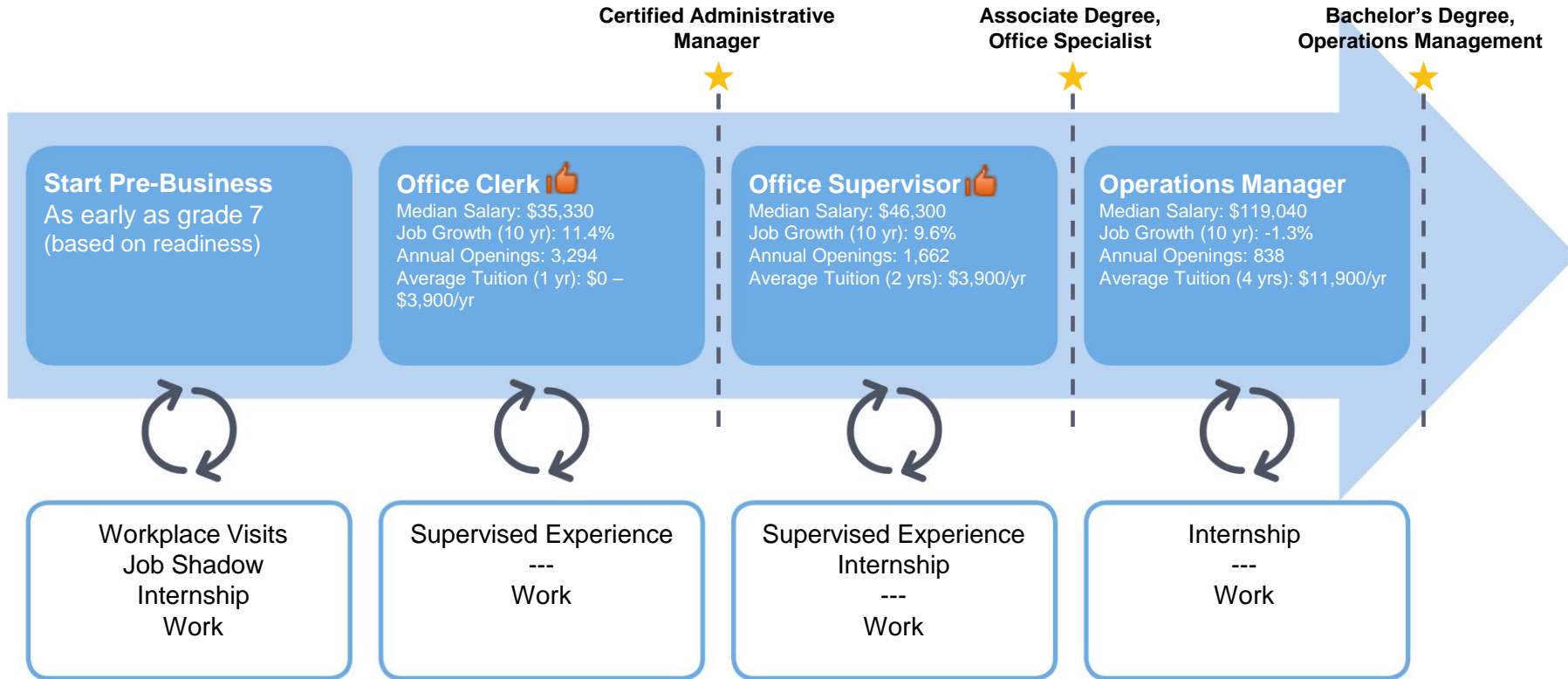




# Business and Administrative Services Career Pathway



Provided by middle schools, high schools, employers, Ohio Tech Centers, and colleges.

**Preparing students for multiple options after high school:**  
gainful employment and/or postsecondary study.

Ohio In-demand Occupations

Data reflects Occupational Employment and wages 2020 and Onet. For specific tuition costs, visit [ohiohighered.org](http://ohiohighered.org).



# Business and Administrative Services Career Pathway

Secondary Pathway: **Business and Administrative Services**

Postsecondary Program: **Business Management**

## An Example of Courses with Secondary and Postsecondary Credits

Secondary	7 8	English I	Algebra I	Physical Science	Social Studies	Fine Arts	Business Foundations	Fundamentals of Business & Admin.	
	9 10	English II	Geometry	Biology	World History	Health (.5) PE (.5)	Management Principles	World Languages	
	11	English III	Algebra II	Chemistry	U.S. History	Office Management	Financial Accounting	World Languages	
	12	English IV	Trigonometry/ Calculus	Physics	U.S. Government	Operations Management	Business Capstone		
Postsecondary	Year 1 1st Semester	English I	Business Math	Intro to Financial Accounting	Foundations of Business	Micro-economics	Management Elective		
	Year 1 2nd Semester	English II	Computer Applications	Managerial Accounting	Marketing Principles	Arts & Humanities Elective			
	Year 2 1st Semester	Public Speaking	Statistics	International Business	Organizational Behavior	Business Law	Intro to Supervision		
	Year 2 2nd Semester	Business Capstone or Internship	Management Information Systems	Macro-economics	Business Communication	Natural Sciences Elective			

### High School Career-Technical Education Program Courses

High School Courses for Postsecondary Credit (Including Apprenticeship Hours) and the Corresponding Postsecondary Courses

### Required Courses

### Recommended Electives

Visit [education.ohio.gov/CareerConnections](http://education.ohio.gov/CareerConnections) for reference information.

Course titles and sequences will vary between schools.

11/2014