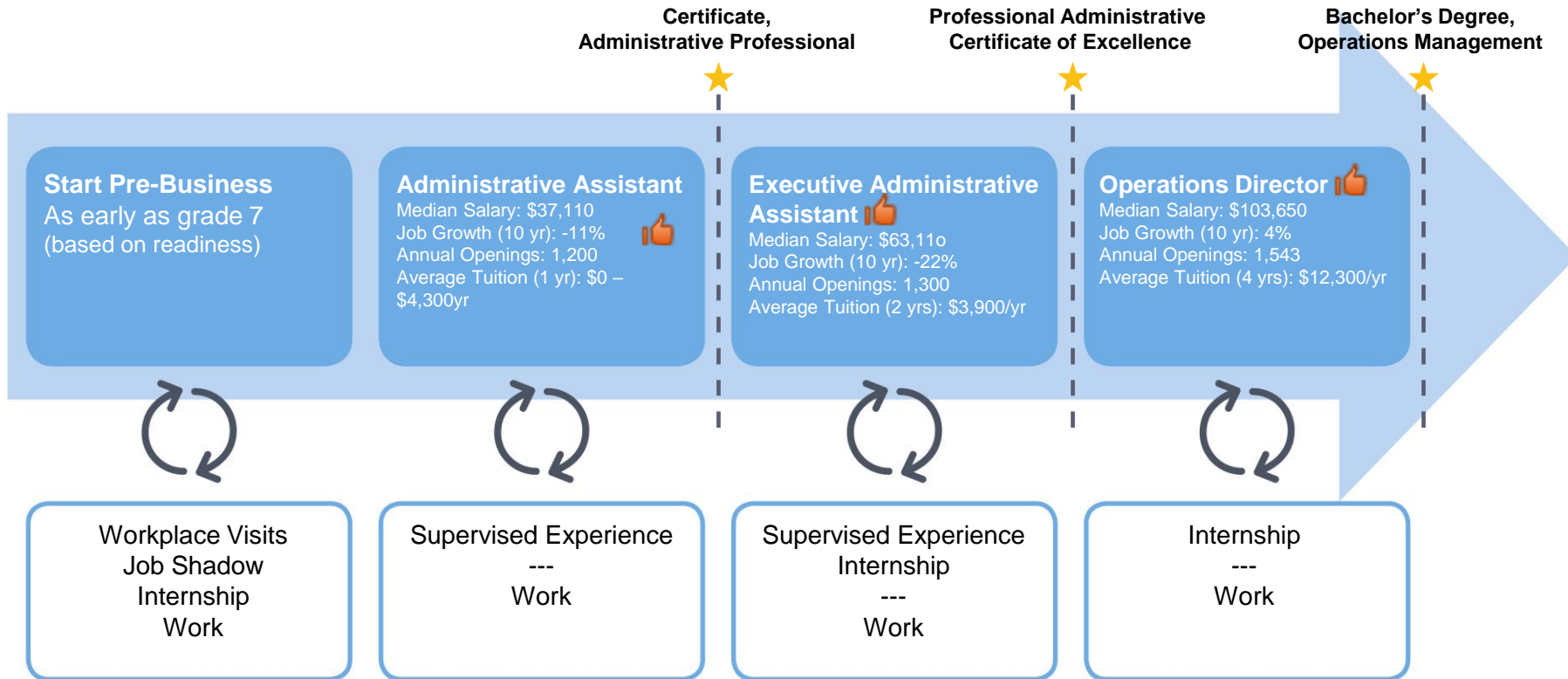




Business and Administrative Services Career Pathway



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.



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	World Languages		
	12	English IV	Trigonometry/ Calculus	Physics	U.S. Government	Financial Accounting	Operations Management		
Postsecondary	Year 1 1st Semester	English I	Business Math	Document Production	Beginning Spreadsheet	Office Procedures	Information Technology Basics		
	Year 1 2nd Semester	English II	Accounting Concepts	Document Production II	Intermediate Spreadsheet	Beginning Database	Presentation Graphics	Contemporary American Business	Social Science Elective
	Year 2 1st Semester	Business Communication	Public Speaking	Employability Skills	Organizational Behavior	Intermediate Database	Principles of Management	Web Design	
	Year 2 2nd Semester	Interpersonal Communication	Human Resource Management	Office Simulation	HR Co-Op Experience	Business Management 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 for reference information.

Course titles and sequences will vary between schools.

11/2014