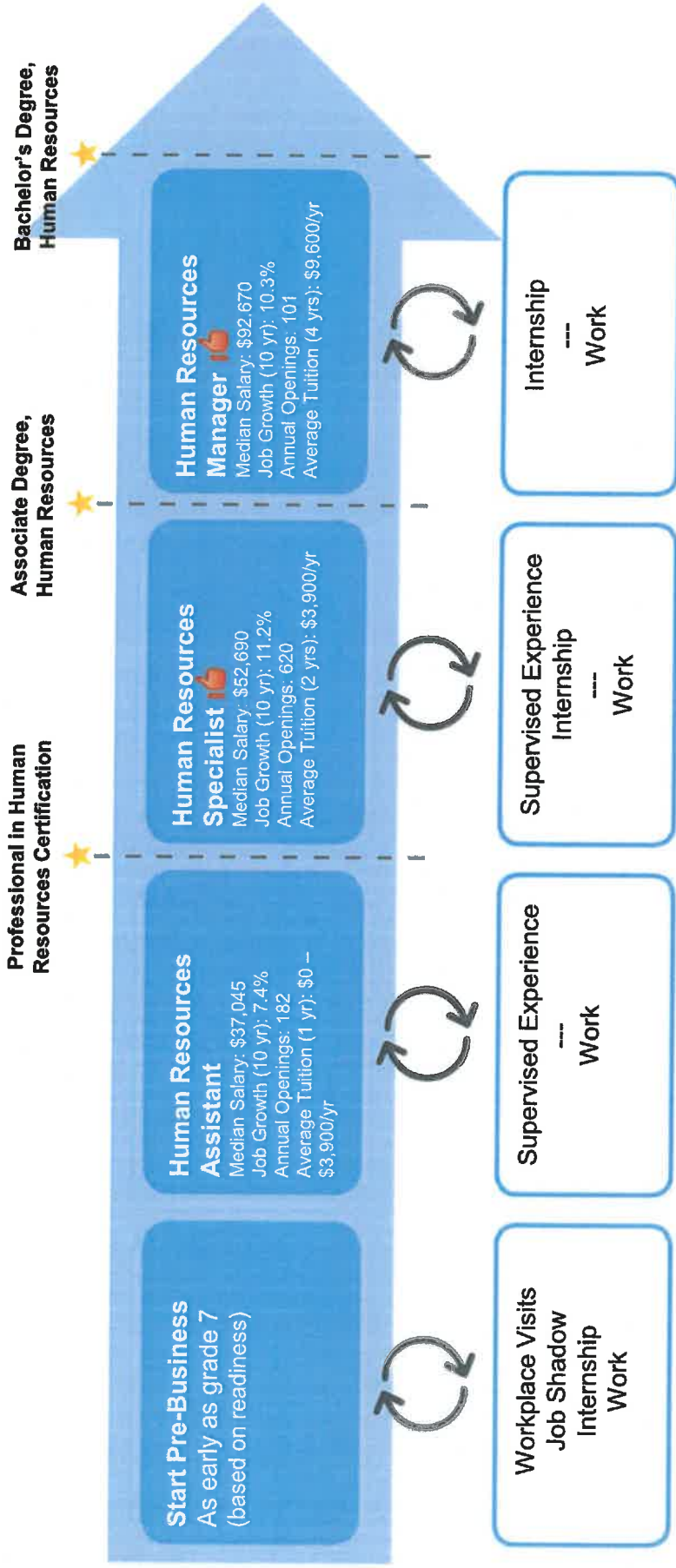




# Business and Administrative Services Career Pathway



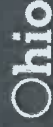
Provided by middle schools, high schools, employers, Ohio Tech Centers, and colleges.

## Preparing students for multiple options after high school:

gainful employment and/or postsecondary study.



Data reflects 2014 Ohio labor statistics and public institutions of higher education for 2013-2014. For specific tuition costs, visit [ohiohighered.org](http://ohiohighered.org).



Board of Regents  
University System of Ohio



# Business and Administrative Services Career Pathway

Secondary Pathway: Business and Administrative Services

Postsecondary Program: Human Resources

## An Example of Courses with Secondary and Postsecondary Credits

Grade	English I	Algebra I	Physical Science	Social Studies	Fine Arts	Business Foundations	Fundamentals of Business & Admin.
7	English I	Algebra I	Physical Science	Social Studies	Fine Arts	Business Foundations	Fundamentals of Business & Admin.
8	English II	Geometry	Biology	World History	Health (.5) PE (.5)	Management Principles	World Languages
9	English III	Algebra II	Chemistry	U.S. History	Operations Management	World Languages	
10	English IV	Trigonometry/Calculus	Physics	U.S. Government	Human Resources Management	Business Capstone	
11							
12							
Year 1 1st Semester	English	Business Language	Business Applications	Human Resources Management	Computer Applications	Management	
Year 1 2nd Semester	Statistics	Personnel Interviewing	Employee Training	Labor Relations	HR Policy & Procedure Writing	Legal Environment of Business	Benefits & Compensation
Year 2 1st Semester	Intercultural Communication	Micro-economics	HR Records Management	Workplace Safety	Staffing and the Law	Payroll	
Year 2 2nd Semester	American Government	Administration of Human Resources	Voluntary Benefits	HRM Practicum	Natural Sciences Elective		

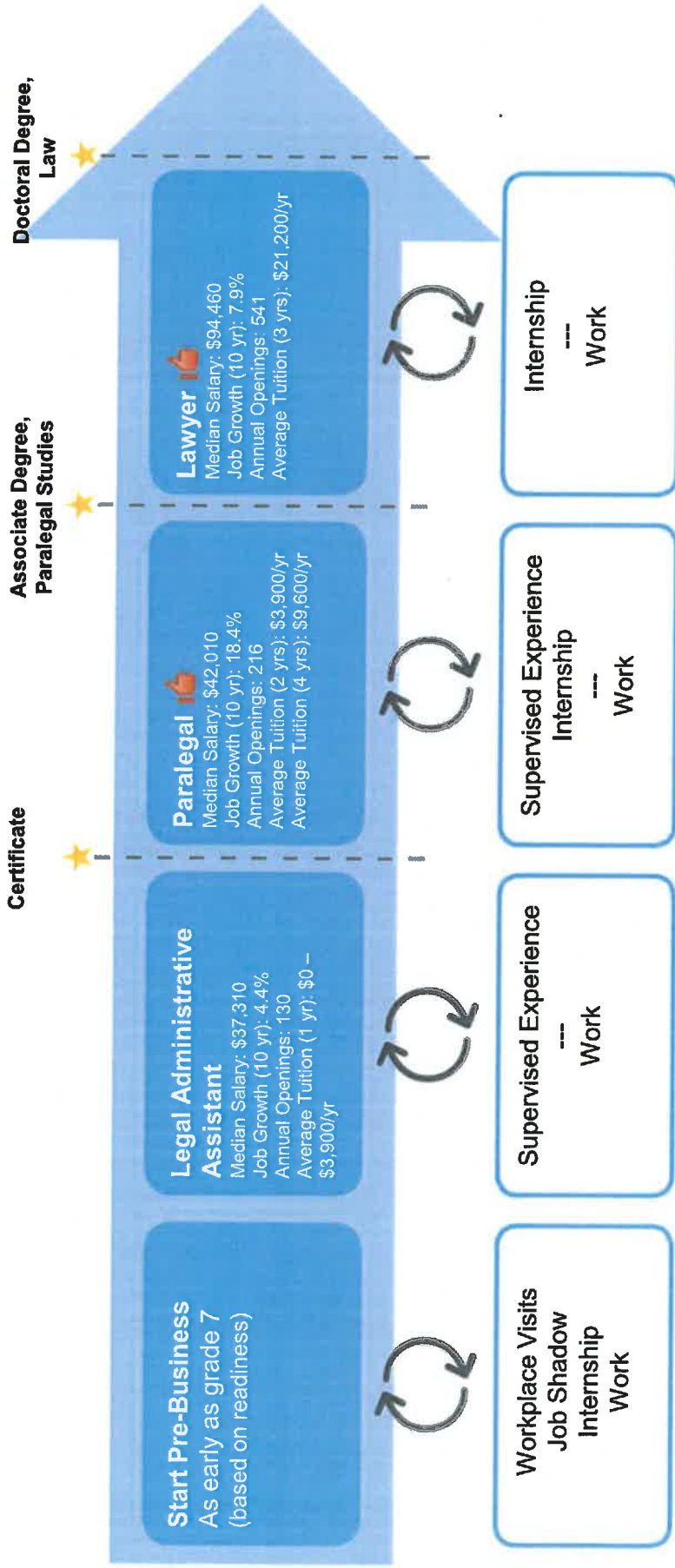
High School Career-Technical Education Program Courses
High School Courses for Postsecondary Credit (Including Apprenticeship Hours) and the Corresponding Postsecondary Courses
Required Courses
Recommended Electives

Visit [education.ohio.gov/CareerConnections](http://education.ohio.gov/CareerConnections) for reference information.  
Course titles and sequences will vary between schools.

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# Business and Administrative Services Career Pathway



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



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# Business and Administrative Services Career Pathway

Secondary Pathway: Business and Administrative Services

Postsecondary Program: Paralegal Studies

## An Example of Courses with Secondary and Postsecondary Credits

Grade	English I	Algebra I	Physical Science	Social Studies	Fine Arts	Business Foundations	Fundamentals of Business & Admin.
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	Environmental Science	U.S. Government	Legal Office Management	Business Capstone	
<b>Year 1 1st Semester</b>	English	Algebra	College Seminar	Intro to Paralegal Studies/Ethics	Law Office Technology		
<b>Year 1 2nd Semester</b>	English	Computer Applications	Legal Research & Writing	Torts & Contracts	Intro to Environmental Science	Intro to Sociology	Administrative Law
<b>Year 2 1st Semester</b>	Communication	Advanced Legal Research	Civil Practice & Procedure	Technical Elective	Technical Elective		
<b>Year 2 2nd Semester</b>	Psychology	Family Law	Legal Practicum	Humanities Elective	Technical Elective		

### High School Career-Technical Education Program Courses

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

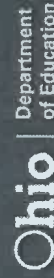
#### Required Courses

#### Recommended Electives

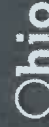
Visit [education.ohio.gov/CareerConnections](http://education.ohio.gov/CareerConnections) for reference information.

Course titles and sequences will vary between schools.

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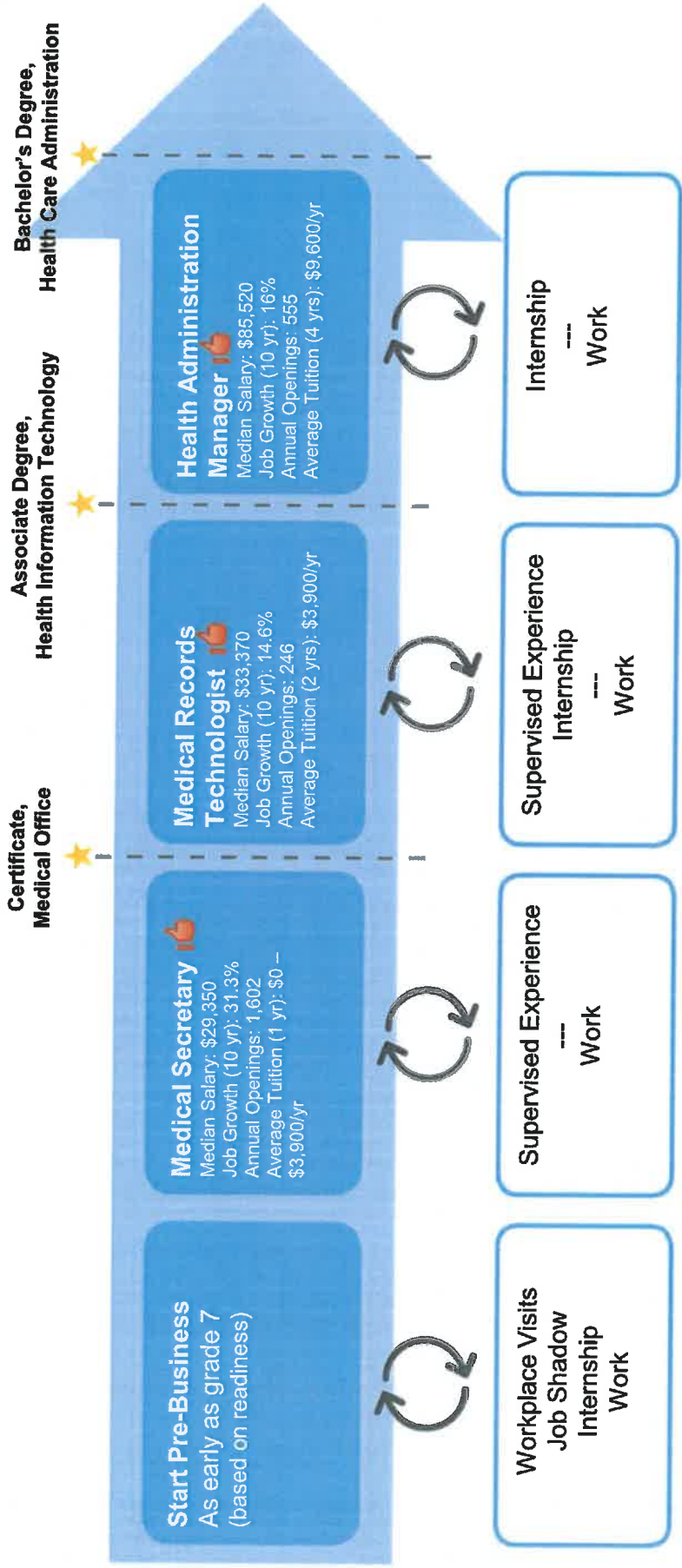
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# Business and Administrative Services Career Pathway



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.



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# Business and Administrative Services Career Pathway

Secondary Pathway: Business and Administrative Services

Postsecondary Program: Medical Management

## An Example of Courses with Secondary and Postsecondary Credits

Grade	English I	Algebra I	Physical Science	Social Studies	Fine Arts	Business Foundations	Fundamentals of Business & Admin.
7	English I	Algebra I	Physical Science	Social Studies	Fine Arts	Business Foundations	Fundamentals of Business & Admin.
8	English II	Geometry	Biology	World History	Health (.5) PE (.5)	Management Principles	Medical Terminology
9	English III	Algebra II	Chemistry	U.S. History	Office Management	Business Informatics	World Languages
10	English IV	Trigonometry/ Calculus	Physics	U.S. Government	Medical Office Management	Business Capstone	
11							
12							
Year 1 1st Semester	English	College Seminar	Office Procedures I	Word I	Excel I	PowerPoint I	Keyboarding & Document Formatting
Year 1 2nd Semester	Business Language	Introduction to Health Care	Office Procedures II	Word II	Advanced Document Formatting	PowerPoint II	Medical Terminology
Year 2 1st Semester	Business Math	Bookkeeping I	Advanced Medical Terminology	Excel II	Health Data Management	Office Integration	
Year 2 2nd Semester	Business Capstone	Medical Reimbursement	Computer Transcription	Business Practicum	Natural Sciences Elective	Technical 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

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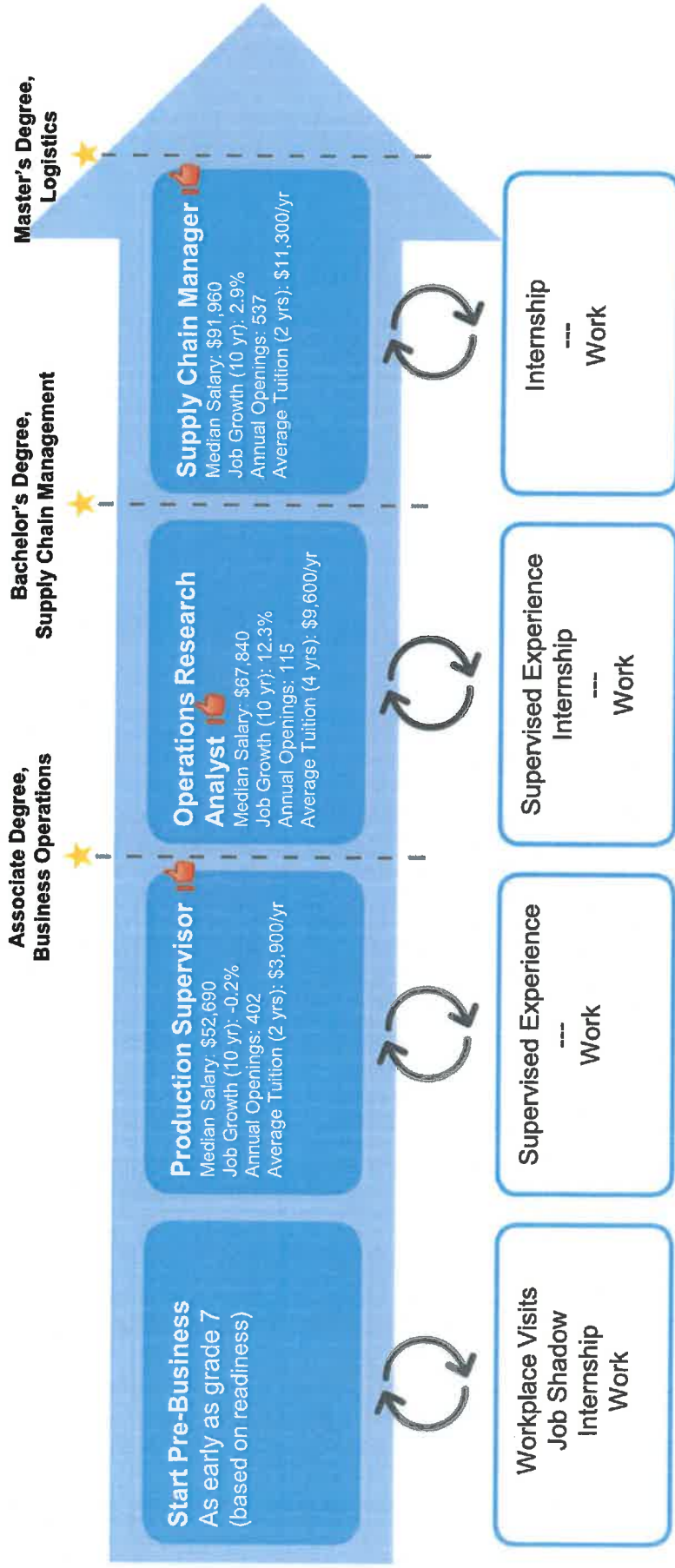
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University System of Ohio



# 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.



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# Business and Administrative Services Career Pathway

Secondary Pathway: Business and Administrative Services

Postsecondary Program: Supply Chain Management

## An Example of Courses with Secondary and Postsecondary Credits

Grade	English I	Algebra I	Physical Science	Social Studies	Fine Arts	Business Foundations	Fundamentals of Business and Admin.
7	English I	Algebra I	Physical Science	Social Studies	Fine Arts	Business Foundations	Fundamentals of Business and Admin.
8	English II	Geometry	Biology	World History	Health (.5) PE (.5)	Management Principles	World Languages
9	English III	Algebra II	Chemistry	U.S. History	Supply Chain Management	Operations Management	World Languages
10	English IV	Trigonometry/Calculus	Physics	U.S. Government	Foreign Language	Logistics Management	Business Capstone
11	English	College Seminar	Financial Accounting	Supply Chain Management Principles	Micro-economics		
12	Statistics	Transportation & Traffic Management	Strategic Procurement	IT in Logistics	Customer Service & Sales	Marketing Principles	International Management
Year 1 1st Semester	Managerial Accounting	Warehouse Management	Inventory Management	International Business	Import/Export Regulations & Compliance	Humanities Elective	
Year 1 2nd Semester	Performance Management	Project Management	SCM Seminar	SCM Practicum	Natural Science Elective		
Year 2 1st Semester							
Year 2 2nd Semester							

### 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

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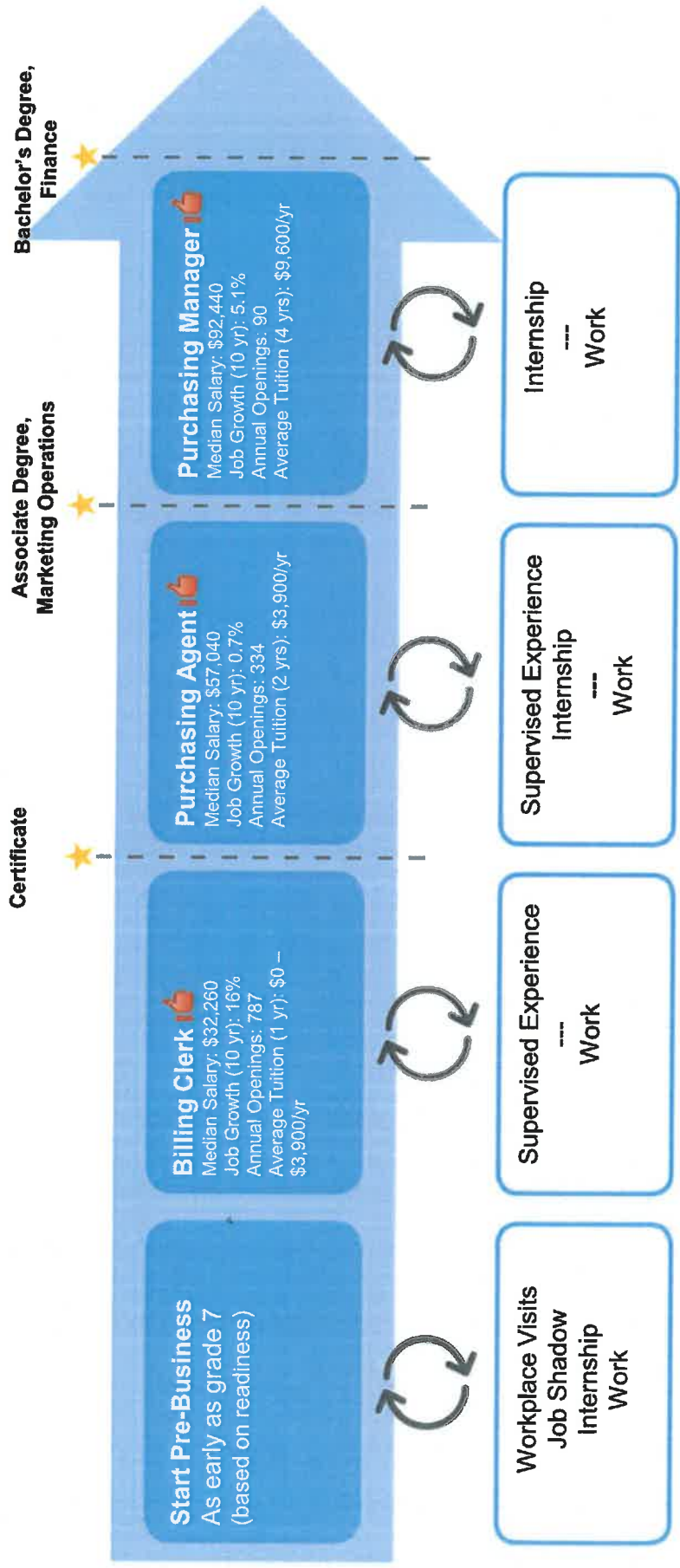


Board of Regents  
University System of Ohio





# Business and Administrative Services Career Pathway

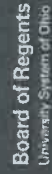
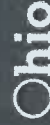


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gainful employment and/or postsecondary study.



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# Business and Administrative Services Career Pathway

Secondary Pathway: **Business and Administrative Services**

Postsecondary Program: **Marketing Operations**

## 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. Svcs.	
	9 10	English II	Geometry	Biology	World History	Health (.5) PE (.5)	Financial Accounting	Supply Chain Management	World Languages
	11	English III	Algebra II	Chemistry	U.S. History	Managerial Accounting	World Languages		
	12	English IV	Trigonometry/ Calculus	Physics	U.S. Government	Logistics Management	Business Capstone		
Postsecondary	Year 1 1st Semester	English	College Seminar	Financial Accounting	Software Applications	Personal Finance	Business Language		
	Year 1 2nd Semester	Business Applications	Investments	Statistics	Managerial Accounting	Management	Micro-economics	Natural/ Physical Science	
	Year 2 1st Semester	Macro-economics	Legal Environment of Business	Money & Banking	International Finance	Finance Elective	Arts & Humanities Elective		
	Year 2 2nd Semester	Marketing Principles	Finance Capstone	Finance Practicum	Finance Elective	Social/ Behavioral Science			

### 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

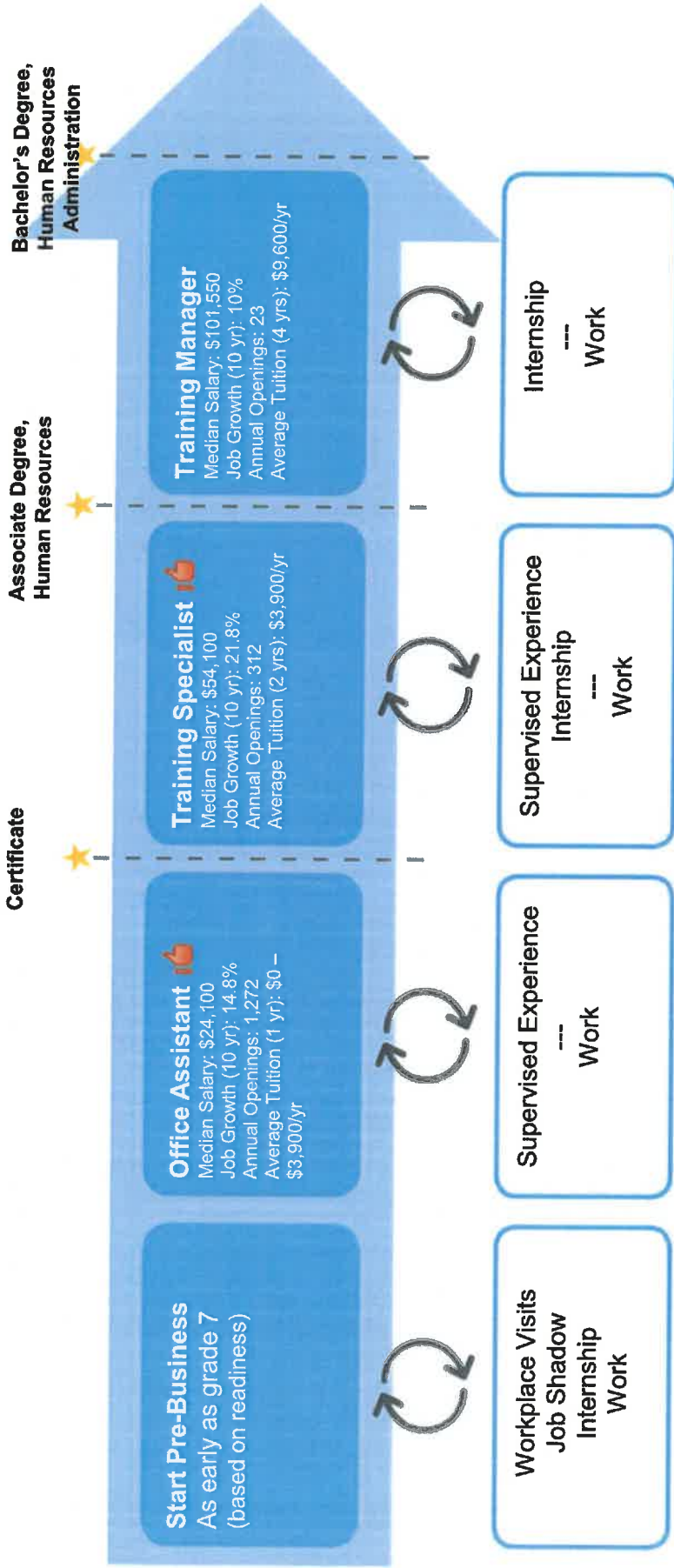
Visit [education.ohio.gov/CareerConnections](http://education.ohio.gov/CareerConnections) for reference information.  
Course titles and sequences will vary between schools.

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# Business and Administrative Services Career Pathway

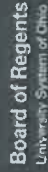
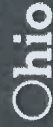


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# Business and Administrative Services Career Pathway

Secondary Pathway: Business and Administrative Services

Postsecondary Program: Human Resources

## An Example of Courses with Secondary and Postsecondary Credits

Grade	English I	Algebra I	Physical Science	Social Studies	Fine Arts	Business Foundations	Fundamentals of Business & Admin.
7	English I	Algebra I	Physical Science	Social Studies	Fine Arts	Business Foundations	Fundamentals of Business & Admin.
8	English II	Geometry	Biology	World History	Health (.5) PE (.5)	Management Principles	World Languages
9	English III	Algebra II	Chemistry	U.S. History	Managerial Accounting	Operations Management	World Languages
10	English IV	Trigonometry/Calculus	Physics	U.S. Government	Human Resources Management	Business Capstone	
11							
12							
<b>Postsecondary</b>							
Year 1 1st Semester	English	Business Language	Business Applications	Human Resources Management	Computer Applications	Management	
Year 1 2nd Semester	Statistics	Personnel Interviewing	Employee Training	Labor Relations	HR Policy & Procedure Writing	Legal Environment of Business	Benefits & Compensation
Year 2 1st Semester	Intercultural Communication	Micro-economics	HR Records Management	Workplace Safety	Staffing & the Law	Payroll	
Year 2 2nd Semester	American Government	Administration of Human Resources	Voluntary Benefits	HRM Practicum	Natural Sciences Elective		

High School Career-Technical Education Program Courses

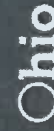
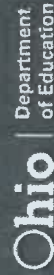
High School Courses for Postsecondary Credit (Including Apprenticeship Hours) and the Corresponding Postsecondary Courses

Required Courses

Recommended Electives

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Course titles and sequences will vary between schools.

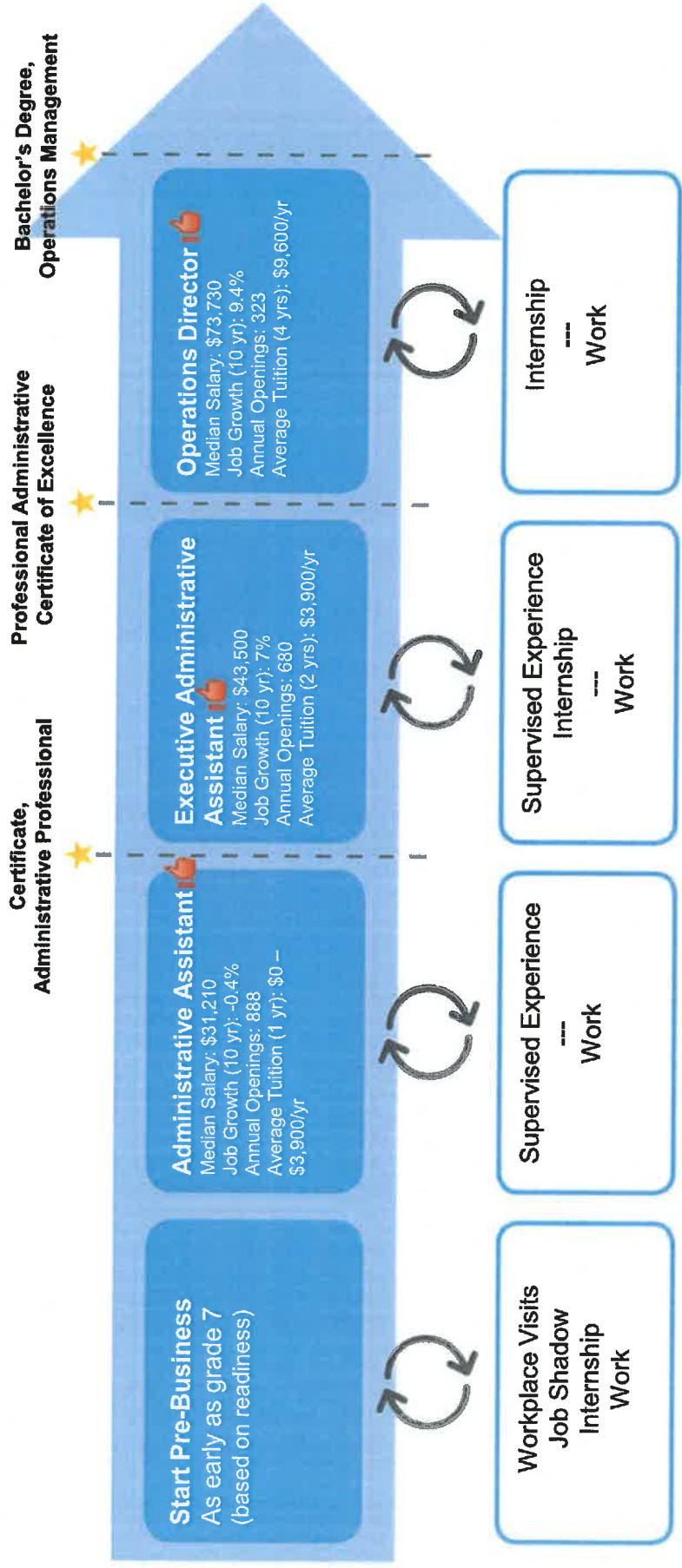
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# Business and Administrative Services Career Pathway



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# 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
	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		Social Science 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.

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