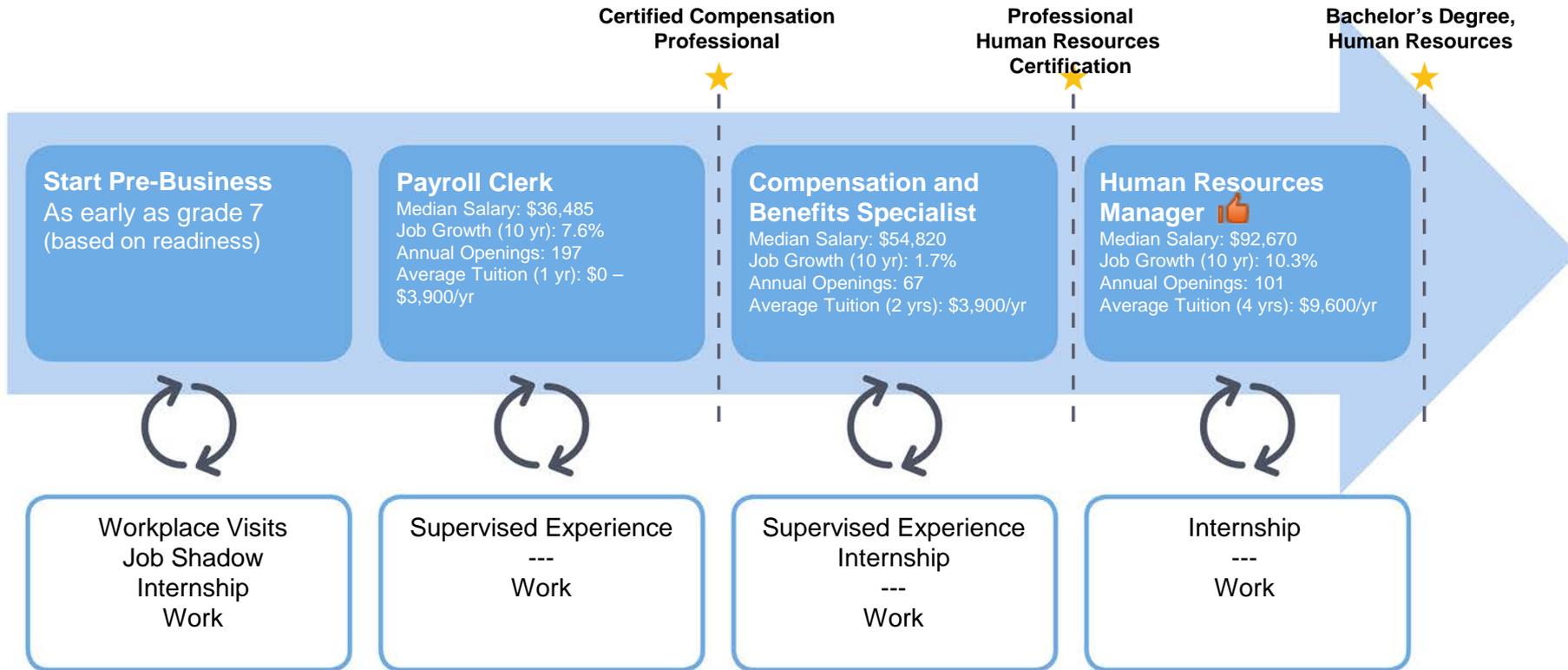




Business and Administrative Services Career Pathway



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 2014 Ohio labor statistics and public institutions of higher education for 2013-2014. For specific tuition costs, visit ohiohighered.org.



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

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	Managerial Accounting	Operations Management	World Languages	
	12	English IV	Trigonometry/ Calculus	Physics	U.S. Government	Human Resources Management	Business Capstone		
Postsecondary	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

Visit education.ohio.gov/CareerConnections for reference information.

Course titles and sequences will vary between schools.

11/2014