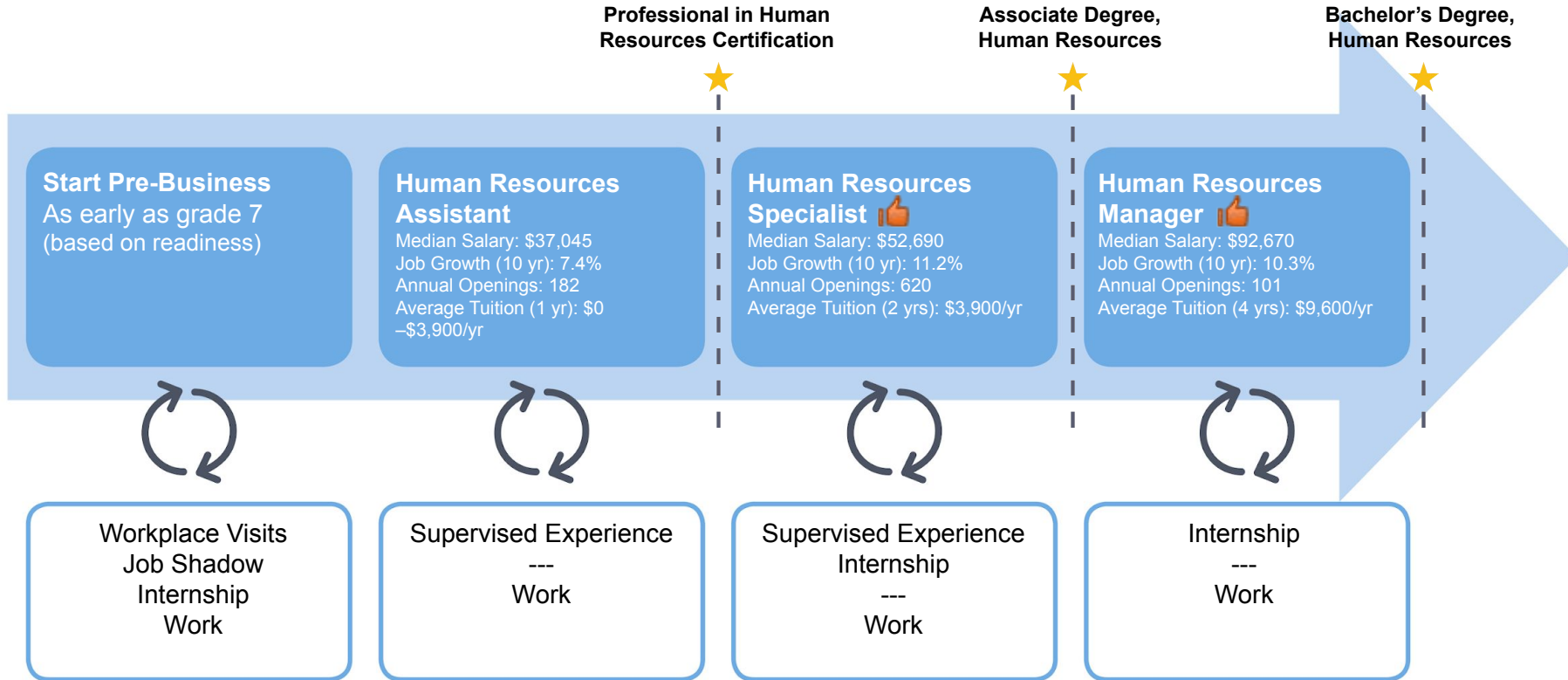




# Business and Administrative Services Career Pathway



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](http://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

<b>S</b> <b>e</b> <b>c</b> <b>o</b> <b>n</b> <b>d</b> <b>a</b> <b>r</b> <b>y</b>	9	English 9		Algebra I	CPE Science	U.S. History	Health Foundtns of PE	World Language	Foundations of Studio Art
	10	English 10		Geometry	Biology	Non-West Stud World History	Economics Financial Lit	World Language	PE Music App.
	11	English 11		Algebra II-Trig	Chemistry	U.S. Government	Child Growth/Dev.. College/Career	World Language	
	12	College Comp 1 College Comp 2		Pre-calculus	Physics	AP Psych Financial Accounting	Bus. Found. Leadership Studies	AP World Language	
<b>P</b> <b>o</b> <b>s</b> <b>t</b> <b>s</b> <b>e</b> <b>c</b> <b>o</b> <b>n</b> <b>d</b> <b>a</b> <b>r</b> <b>y</b>	Year 1 1st Semester	English	Business Language	Business Applications	Human Resources Management	Computer Applications	Management		
	Year 1 2nd Semester	Statistics	Principles of Accounting	Employee Training	Labor Relations	HR Policy & Procedure Writing	Legal Environment of Business		
	Year 2 1st Semester	Intercultural Communication	Micro-economic s	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	Benefits & Compensation		

High School Career-Technical or Career Related Education Program Courses and the Corresponding Postsecondary Courses

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

Required Courses

11/2014

Recommended Electives