# Business and Administrative Services Pathway Model

**Start Pre-Business**
As early as grade 7
(based on readiness)

Workplace Visits
Job Shadow
Internship
Work

**Administrative Assistant**
Salary: $31,210
Job Growth (10 yr): -0.4%
Annual Openings: 888
Average Tuition: $0 - 4,000

Supervised Experience
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Work

**Certificate, Administrative Professional**

**Executive Administrative Assistant**
Salary: $43,500
Job Growth (10 yr): 7%
Annual Openings: 680
Average Tuition (2 yr): $7,600

Supervised Experience
Internship
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Work

**Professional Administrative Certificate of Excellence**

**Operations Director**
Salary: $73,730
Job Growth (10 yr): 9.4%
Annual Openings: 323
Average Tuition (4 yr): $39,700

Internship
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Work

**Bachelor's Degree, Operations Management**

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.

# Business and Administrative Services Pathway Model

Secondary Pathway: **Administrative and Professional Support** Postsecondary Program: **Business Management**

## Courses with Secondary and Post-Secondary Credits

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|---|---|---|---|---|---|---|---|---|---|
| **Secondary** | **7<br>8** | English | Algebra I | Science | Social Studies | Fine Arts | | | |
| | **9<br>10** | English | Geometry | Biology | US History | Health (.5)<br>PE (.5) | Foreign Language | Fundamentals of Business & Admin. Svcs. | |
| | **11** | English | Algebra II | Chemistry | US Government & Economics | Foreign Language | Office Management | Management Principles | |
| | **12** | English | Trigonometry | Physics | Sociology | Foreign Language | Financial Accounting | Operations Management | |
| **Post-Secondary** | **Year 1<br>1st Semester** | English | Business Math | Document Production | Beginning Spreadsheet | Office Procedures | Information Technology Basics | | |
| | **Year 1<br>2nd Semester** | English | Accounting Concepts | Document Production II | Intermediate Spreadsheet | Beginning Database | Presentation Graphics | Contemporary American Business | Social/ Behavioral Elective |
| | **Year 2<br>1st Semester** | Business Communication | Public Speaking | Employability Skills | Organizational Behavior | Intermediate Database | Principles of Management | Web Design | |
| | **Year 2<br>2nd Semester** | Interpersonal Communication | Human Resource Management | Office Simulation | HR Co-Op Experience | Business Management Elective | | | |

**High School CTE Program Courses**

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

**Required Courses**

**Recommend Electives**

Visit education.ohio.gov/CareerConnections for reference information

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