

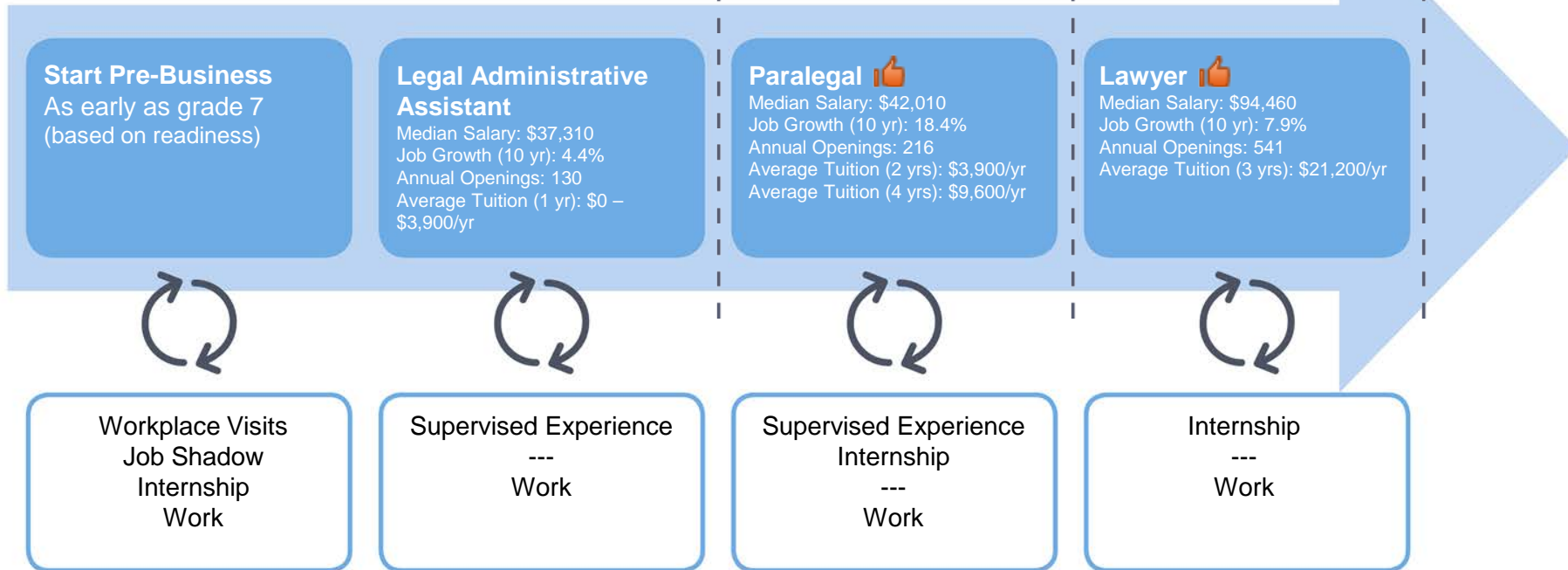


Business and Administrative Services Career Pathway

Certificate

Associate Degree,
Paralegal Studies

Doctoral Degree,
Law



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: **Paralegal Studies**

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	Financial Accounting	World Languages	
	12	English IV	Trigonometry/ Calculus	Environmental Science	U.S. Government	Legal Office Management	Business Capstone		
Postsecondary	Year 1 1st Semester	English	Algebra	College Seminar	Intro to Paralegal Studies/Ethics	Law Office Technology			
	Year 1 2nd Semester	English	Computer Applications	Legal Research & Writing	Torts & Contracts	Intro to Environmental Science	Intro to Sociology	Administrative Law	Business Organizations
	Year 2 1st Semester	Communication	Advanced Legal Research	Civil Practice & Procedure	Technical Elective	Technical Elective			
	Year 2 2nd Semester	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 for reference information.

Course titles and sequences will vary between schools.

11/2014