Business and Administrative Services Career Pathway

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

Legal Administrative Assistant
Median Salary: $37,310
Job Growth (10 yr): 4.4%
Annual Openings: 130
Average Tuition (1 yr): $0 – $3,900/yr

Paralegal
Median Salary: $42,010
Job Growth (10 yr): 18.4%
Annual Openings: 216
Average Tuition (2 yrs): $3,900/yr
Average Tuition (4 yrs): $9,600/yr

Lawyer
Median Salary: $94,460
Job Growth (10 yr): 7.9%
Annual Openings: 541
Average Tuition (3 yrs): $21,200/yr

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Workplace Visits
Job Shadow
Internship
Work

Supervised Experience
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Work

Supervised Experience
Internship
---
Work

Internship
---
Work

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.
### Secondary Pathway: **Business and Administrative Services**

### Postsecondary Program: **Paralegal Studies**

#### An Example of Courses with Secondary and Postsecondary Credits

<table>
<thead>
<tr>
<th>Year 1</th>
<th>1st Semester</th>
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<tbody>
<tr>
<td></td>
<td>English</td>
<td>Algebra</td>
<td>College Seminar</td>
<td>Intro to Paralegal Studies/Ethics</td>
<td>Law Office Technology</td>
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<tr>
<td></td>
<td>Year 1 2nd Semester</td>
<td>English</td>
<td>Computer Applications</td>
<td>Legal Research &amp; Writing</td>
<td>Torts &amp; Contracts</td>
<td>Intro to Environmental Science</td>
<td>Intro to Sociology</td>
<td>Administrative Law</td>
<td>Business Organizations</td>
</tr>
<tr>
<td>Year 2</td>
<td>1st Semester</td>
<td>Communication</td>
<td>Advanced Legal Research</td>
<td>Civil Practice &amp; Procedure</td>
<td>Technical Elective</td>
<td>Technical Elective</td>
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<tr>
<td></td>
<td>Year 2 2nd Semester</td>
<td>Psychology</td>
<td>Family Law</td>
<td>Legal Practicum</td>
<td>Humanities Elective</td>
<td>Technical Elective</td>
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#### High School Career-Technical Education Program Courses

<table>
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<th>Course titles and sequences will vary between schools.</th>
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Visit education.ohio.gov/CareerConnections for reference information.

11/2014