Business and Administrative Services Pathway Model

Certified Administrative Manager ★ | **Associate Degree, Office Specialist** ★ | **Bachelor's Degree, Operations Management** ★

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

Workplace Visits
Job Shadow
Internship
Work

Office Clerk 👍
Salary: $27,550
Job Growth (10 yr): 11.4%
Annual Openings: 3294
Average Tuition: $0 - 4,000

Supervised Experience

Work

Office Supervisor 👍
Salary: $46,300
Job Growth (10 yr): 9.6%
Annual Openings: 1662
Average Tuition (2 yr): $7,600

Supervised Experience
Internship

Work

Operations Manager 👍
Salary: $89,770
Job Growth (10 yr): -1.3%
Annual Openings: 829
Average Tuition (4 yr): $39,700

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.

Business and Administrative Services Pathway Model

Secondary Pathway: **Business Management** Postsecondary Program: **Business Management**

Courses with Secondary and Post-Secondary Credits

Secondary	**7 8**	English	Algebra I	Science	Social Studies	Fine Arts			
	9 10	English	Geometry	Biology	US History	Health (.5) PE (.5)	Fundamentals of Business & Admin. Svcs.	Management Principles	Business Foundations
	11	English	Algebra II	Chemistry	US Government & Economics	Foreign Language	Office Management	Financial Accounting	
	12	English	Trigonometry	Physics	Psychology	Foreign Language	Operations Management	Business Capstone	
Post-Secondary	**Year 1 1st Semester**	English	Business Math	Intro to Financial Accounting	Foundations of Business	Micro-economics	Management Elective		
	Year 1 2nd Semester	English	Computer Applications	Managerial Accounting	Marketing Principles	Arts & Humanities Elective			
	Year 2 1st Semester	Public Speaking	Statistics	International Business	Organizational Behavior	Business Law	Intro to Supervision		
	Year 2 2nd Semester	Business Capstone or Internship	Management Information Systems	Macro-economics	Business Communication	Natural Sciences 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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