Business and Administrative Services
Career Pathway

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

Office Clerk
Median Salary: $27,550
Job Growth (10 yr): 11.4%
Annual Openings: 3,294
Average Tuition (1 yr): $0 – $3,900/yr

Office Supervisor
Median Salary: $46,300
Job Growth (10 yr): 9.6%
Annual Openings: 1,662
Average Tuition (2 yrs): $3,900/yr

Operations Manager
Median Salary: $89,770
Job Growth (10 yr): -1.3%
Annual Openings: 829
Average Tuition (4 yrs): $9,600/yr

Workplace Visits
Job Shadow
Internship
Work

Supervised Experience
---
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.
## Business and Administrative Services Career Pathway

### Secondary Pathway: Business and Administrative Services

### Postsecondary Program: Business Management

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

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<tr>
<th></th>
<th>Year 1</th>
<th>Year 2</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>1st Semester</td>
<td>2nd Semester</td>
</tr>
<tr>
<td>Secondary</td>
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<td></td>
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<tr>
<td>9 10</td>
<td>English II</td>
<td>Geometry</td>
</tr>
<tr>
<td>11</td>
<td>English III</td>
<td>Algebra II</td>
</tr>
</tbody>
</table>

| Postsecondary | | | |
| Year 1 | 1st Semester | 2nd Semester | |
| Year 2 | 1st Semester | 2nd Semester | |
| Year 1 1st Semester | English I | Business Math | Intro to Financial Accounting | Foundations of Business | Micro-economics | Management Elective |
| Year 1 2nd Semester | English II | 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 | Macroeconomics | Business Communication | Natural Sciences Elective |

### High School Career-Technical Education Program Courses

<table>
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<th>High School Courses for Postsecondary Credit (Including Apprenticeship Hours) and the Corresponding Postsecondary Courses</th>
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<tr>
<td><strong>Required Courses</strong></td>
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<tr>
<td><strong>Recommended Electives</strong></td>
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Visit education.ohio.gov/CareerConnections for reference information.

Course titles and sequences will vary between schools.

11/2014