Business and Administrative Services Career Pathway

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

Medical Secretary
Median Salary: $29,350
Job Growth (10 yr): 31.3%
Annual Openings: 1,602
Average Tuition (1 yr): $0 – $3,900/yr

Medical Records Technologist
Median Salary: $33,370
Job Growth (10 yr): 14.6%
Annual Openings: 246
Average Tuition (2 yrs): $3,900/yr

Health Administration Manager
Median Salary: $85,520
Job Growth (10 yr): 16%
Annual Openings: 555
Average Tuition (4 yrs): $9,600/yr

Certificate, Medical Office

Associate Degree, Health Information Technology

Bachelor’s Degree, Health Care Administration

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: Medical Management

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

<table>
<thead>
<tr>
<th>Year 1</th>
<th>1st Semester</th>
<th>Year 1</th>
<th>2nd Semester</th>
<th>Year 2</th>
<th>1st Semester</th>
<th>Year 2</th>
<th>2nd Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>English</td>
<td>Business Language</td>
<td>Business Math</td>
<td>Business Capstone</td>
<td>College Seminar</td>
<td>Introduction to Health Care</td>
<td>Bookkeeping I</td>
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<tr>
<td>7-8</td>
<td>English I</td>
<td>Algebra I</td>
<td>Physical Science</td>
<td>Medical Reimbursement</td>
<td>Algebra I</td>
<td>Biology</td>
<td>Advanced Medical Terminology</td>
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<tr>
<td>9-10</td>
<td>English II</td>
<td>Geometry</td>
<td>Health (.5) PE (.5)</td>
<td>Advanced Document Formatting</td>
<td>Geometry</td>
<td>Biology</td>
<td>Health Data Management</td>
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<tr>
<td>11</td>
<td>English III</td>
<td>Algebra II</td>
<td>Medical Terminology</td>
<td>Access I</td>
<td>Chemistry</td>
<td>U.S. History</td>
<td>Business Informatics</td>
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<tr>
<td>12</td>
<td>English IV</td>
<td>Trigonometry/Calculus</td>
<td>World Languages</td>
<td>World Languages</td>
<td>Physics</td>
<td>Medical Office Management</td>
<td></td>
</tr>
</tbody>
</table>

### High School Career-Technical Education Program Courses

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

<table>
<thead>
<tr>
<th>Required Courses</th>
</tr>
</thead>
</table>

**Recommended Electives**

Visit education.ohio.gov/CareerConnections for reference information.

Course titles and sequences will vary between schools.