Business and Administrative Services Career Pathway

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

Billing Clerk
Median Salary: $32,260
Job Growth (10 yr): 16%
Annual Openings: 787
Average Tuition (1 yr): $0 – $3,900/yr

Purchasing Agent
Median Salary: $57,040
Job Growth (10 yr): 0.7%
Annual Openings: 334
Average Tuition (2 yrs): $3,900/yr

Purchasing Manager
Median Salary: $92,440
Job Growth (10 yr): 5.1%
Annual Openings: 90
Average Tuition (4 yrs): $9,600/yr

Workplace Visits
Job Shadow
Internship
Work

Supervised Experience
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Work

Supervised Experience
Internship
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Work

Internship
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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.

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: Marketing Operations

An Example of Courses with Secondary and Postsecondary Credits

<table>
<thead>
<tr>
<th>Year</th>
<th>1st Semester</th>
<th>2nd Semester</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Business Applications</td>
<td>Investments</td>
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<tr>
<td></td>
<td>Legal Environment of Business</td>
<td>Money &amp; Banking</td>
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</tbody>
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### Postsecondary Courses

**Required Courses**

- Business Applications
- Investments
- Statistics
- Managerial Accounting
- Management
- Micro-economics
- Natural/Physical Science

**Recommended Electives**

- Music
- Art
- Social/Behavioral Science

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

Course titles and sequences will vary between schools.