Business and Administrative Services Career Pathway

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

Office Assistant
Median Salary: $24,100
Job Growth (10 yr): 14.8%
Annual Openings: 1,272
Average Tuition (1 yr): $0 – $3,900/yr

Training Specialist
Median Salary: $54,100
Job Growth (10 yr): 21.8%
Annual Openings: 312
Average Tuition (2 yrs): $3,900/yr

Training Manager
Median Salary: $101,550
Job Growth (10 yr): 10%
Annual Openings: 23
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.

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: **Human Resources**

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

<table>
<thead>
<tr>
<th>Secondary Year</th>
<th>Semester</th>
<th>Course Title</th>
<th>Course Title</th>
<th>Course Title</th>
<th>Course Title</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td>8</td>
<td>English I</td>
<td>Algebra I</td>
<td>Physical Science</td>
<td>Social Studies</td>
<td>Fine Arts</td>
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<tr>
<td>9</td>
<td>10</td>
<td>English II</td>
<td>Geometry</td>
<td>Biology</td>
<td>World History</td>
<td>Health (.5) PE (.5)</td>
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<td></td>
<td></td>
<td></td>
<td>Management Principles</td>
</tr>
<tr>
<td>11</td>
<td></td>
<td>English III</td>
<td>Algebra II</td>
<td>Chemistry</td>
<td>U.S. History</td>
<td>Managerial Accounting</td>
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<td></td>
<td></td>
<td></td>
<td>Operations Management</td>
</tr>
<tr>
<td>12</td>
<td></td>
<td>English IV</td>
<td>Trigonometry/Calculus</td>
<td>Physics</td>
<td>U.S. Government</td>
<td>Human Resources Management</td>
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<td></td>
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<td></td>
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<table>
<thead>
<tr>
<th>Postsecondary Year</th>
<th>Semester</th>
<th>Course Title</th>
<th>Course Title</th>
<th>Course Title</th>
<th>Course Title</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 1</td>
<td>1st Semester</td>
<td>English</td>
<td>Business Language</td>
<td>Business Applications</td>
<td>Human Resources Management</td>
<td>Computer Applications</td>
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<tr>
<td>Year 1</td>
<td>2nd Semester</td>
<td>Statistics</td>
<td>Personnel Interviewing</td>
<td>Employee Training</td>
<td>Labor Relations</td>
<td>HR Policy &amp; Procedure Writing</td>
</tr>
<tr>
<td>Year 2</td>
<td>1st Semester</td>
<td>Intercultural Communication</td>
<td>Micro-economics</td>
<td>HR Records Management</td>
<td>Workplace Safety</td>
<td>Staffing &amp; the Law</td>
</tr>
<tr>
<td>Year 2</td>
<td>2nd Semester</td>
<td>American Government</td>
<td>Administration of Human Resources</td>
<td>Voluntary Benefits</td>
<td>HRM Practicum</td>
<td>Natural Sciences Elective</td>
</tr>
</tbody>
</table>

High School Career-Technical Education Program Courses

Visit [education.ohio.gov/CareerConnections](http://education.ohio.gov/CareerConnections) for reference information.

Course titles and sequences will vary between schools.