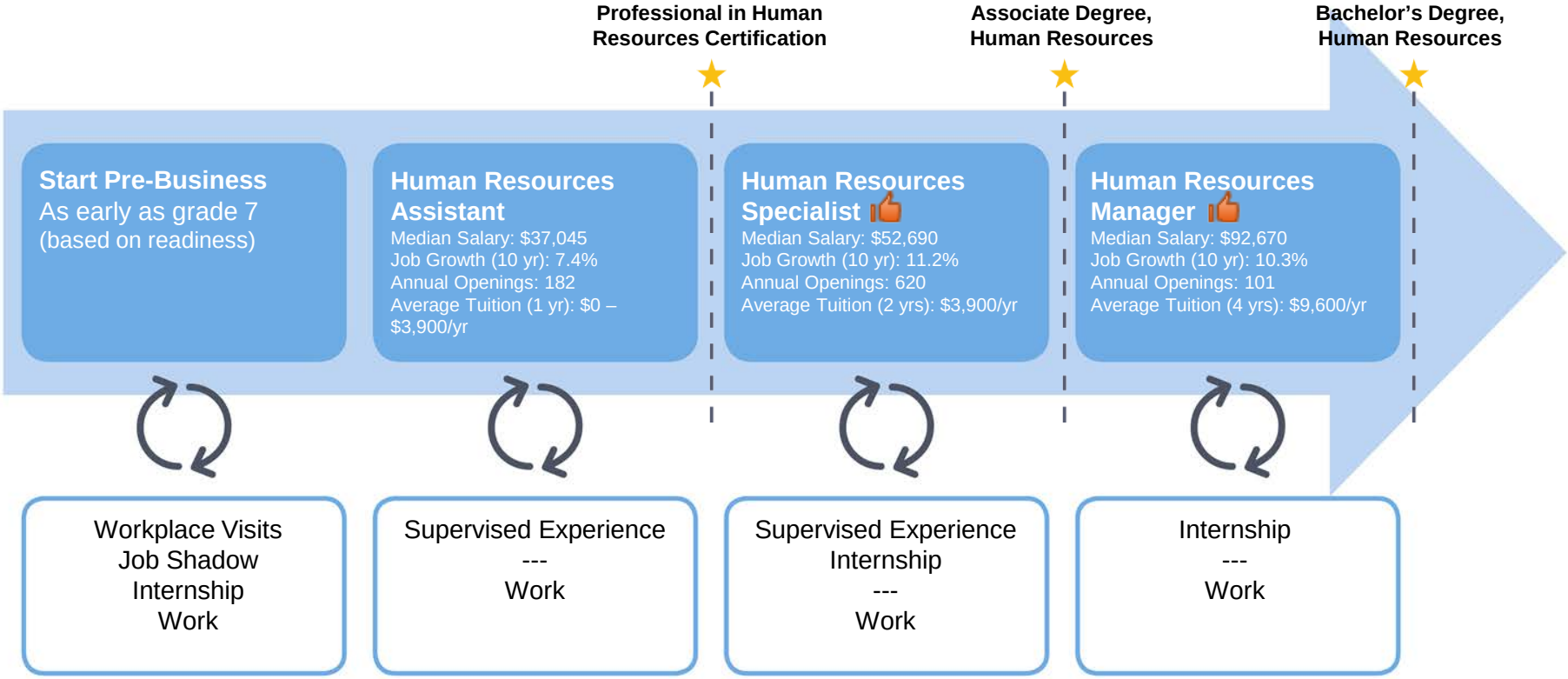
Business and Administrative Services Career Pathway



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: **Human Resources**

An Example of Courses with Secondary and Postsecondary Credits

Secondary	7 8	English I	Algebra I	Physical Science	Social Studies	Fine Arts	Business Foundations	Fundamentals of Business & Admin.	
	9 10	English II	Geometry	Biology	World History	Health (.5) PE (.5)	Management Principles	World Languages	
	11	English III	Algebra II	Chemistry	U.S. History	Operations Management	World Languages		
	12	English IV	Trigonometry/ Calculus	Physics	U.S. Government	Human Resources Management	Business Capstone		
Postsecondary	Year 1 1st Semester	English	Business Language	Business Applications	Human Resources Management	Computer Applications	Management		
	Year 1 2nd Semester	Statistics	Personnel Interviewing	Employee Training	Labor Relations	HR Policy & Procedure Writing	Legal Environment of Business	Benefits & Compensation	
	Year 2 1st Semester	Intercultural Communication	Micro-economics	HR Records Management	Workplace Safety	Staffing and the Law	Payroll		
	Year 2 2nd Semester	American Government	Administration of Human Resources	Voluntary Benefits	HRM Practicum	Natural Sciences Elective			

High School Career-Technical Education Program Courses

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

Required Courses

Recommended Electives

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

Course titles and sequences will vary between schools.

11/2014