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

Administrative Assistant
Salary: $31,210
Job Growth (10 yr): -0.4%
Annual Openings: 888
Average Tuition: $0 - $4,000

Executive Administrative Assistant
Salary: $43,500
Job Growth (10 yr): 7%
Annual Openings: 680
Average Tuition (2 yr): $7,600

Operations Director
Salary: $73,730
Job Growth (10 yr): 9.4%
Annual Openings: 323
Average Tuition (4 yr): $39,700

Workplace Visits
Job Shadow
Internship

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 post-secondary study.

HometownOpportunity.com
### Secondary Pathway: Administrative and Professional Support

#### Course Outline

<table>
<thead>
<tr>
<th>Secondary</th>
<th>Year 1</th>
<th>Year 2</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1st Semester</strong></td>
<td>Year 1</td>
<td>Year 2</td>
</tr>
<tr>
<td><strong>2nd Semester</strong></td>
<td>Year 2</td>
<td><strong>1st Semester</strong></td>
</tr>
</tbody>
</table>

#### Courses with Secondary & Post-Secondary Credits

<table>
<thead>
<tr>
<th>Year 1</th>
<th>Year 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Semester</td>
<td>2nd Semester</td>
</tr>
</tbody>
</table>

#### Required Courses

1. English
2. Business Math
3. Document Production
4. Beginning Spreadsheet
5. Office Procedures
6. Information Technology Basics
7. Business Communication
8. Public Speaking
9. Employability Skills
10. Organizational Behavior
11. Intermediate Database
12. Principals of Management
13. Web Design

#### Recommended Electives

1. Office Simulation
2. HR Co-Op Experience
3. Business Management Elective

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**Postsecondary Program: Business Management**

<table>
<thead>
<tr>
<th>Year 1</th>
<th>Year 2</th>
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<td>1st Semester</td>
<td>2nd Semester</td>
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</tbody>
</table>

#### High School CTE Program Courses

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

2. Required Courses

3. Recommended Electives

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