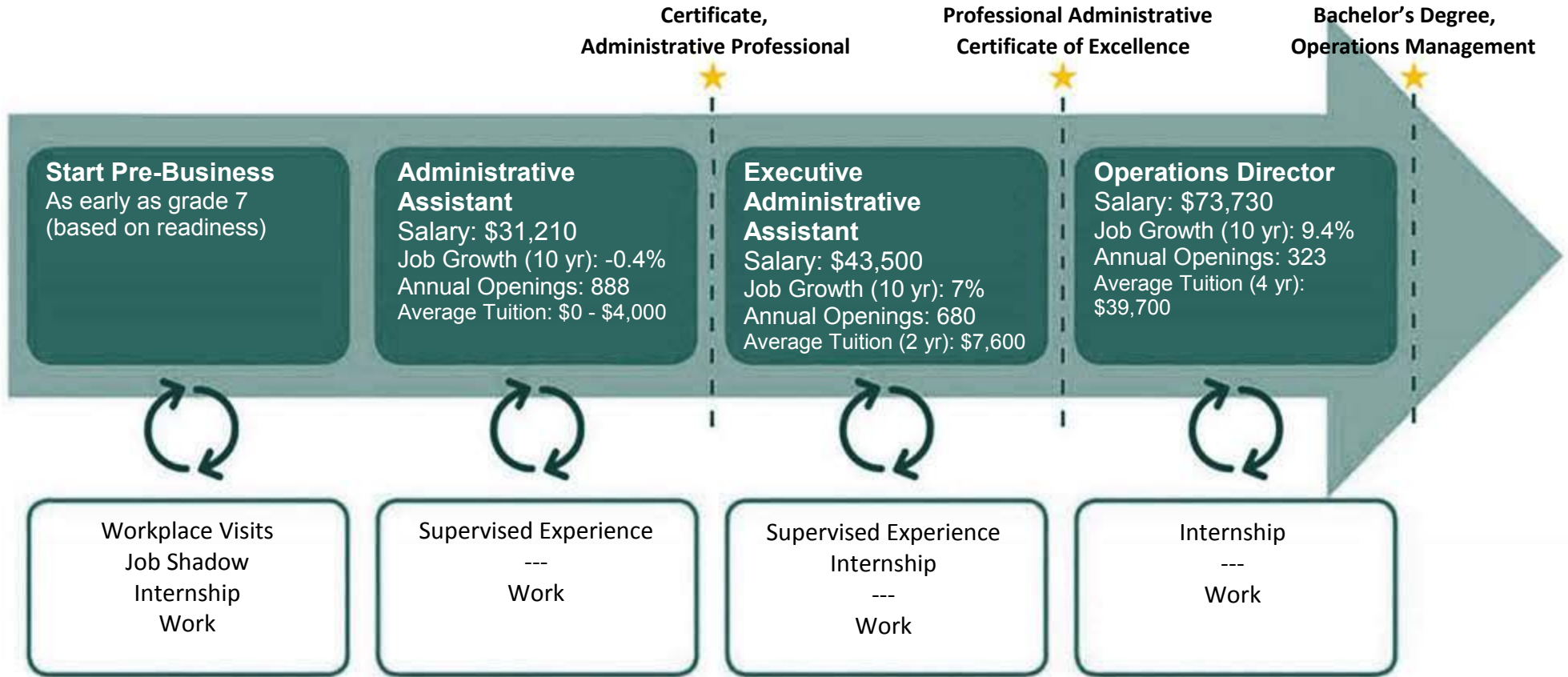




# Business and Administrative Services Pathway Model



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.



**Courses with Secondary & Post-Secondary Credits**

<b>Secondary</b>	<b>7 8</b>	English	Algebra I	Science	Social Studies	Fine Arts			
	<b>9 10</b>	English	Geometry	Biology	US History	Health (.5) PE (.5)	Foreign Language	Fundamentals of Business & Admin. Svcs.	
	<b>11</b>	English	Algebra II	Chemistry	US Gov't & Economics	Foreign Language	Office Management	Management Principals	
	<b>12</b>	English	Trigonometry	Physics	Sociology	Foreign Language	Financial Accounting	Operations Management	
<b>Post-Secondary</b>	<b>Year 1 1st Semester</b>	English	Business Math	Document Production	Beginning Spreadsheet	Office Procedures	Information Technology Basics		
	<b>Year 1 2nd Semester</b>	English	Accounting Concepts	Document Production II	Intermediate Spreadsheet	Beginning Database	Presentation Graphics	Contemporary American Business	Social Behavioral Elective
	<b>Year 2 1st Semester</b>	Business Communication	Public Speaking	Employability Skills	Organizational Behavior	Intermediate Database	Principals of Management	Web Design	
	<b>Year 2 2nd Semester</b>	Interpersonal Communication	Human Resource Management	Office Simulation	HR Co-Op Experience	Business Management Elective			

<b>High School CTE Program Courses</b>
<b>High School Courses for Postsecondary Credit (Including Apprenticeship Hours) and the Corresponding Postsecondary Courses</b>
<b>Required Courses</b>
<b>Recommended Electives</b>

