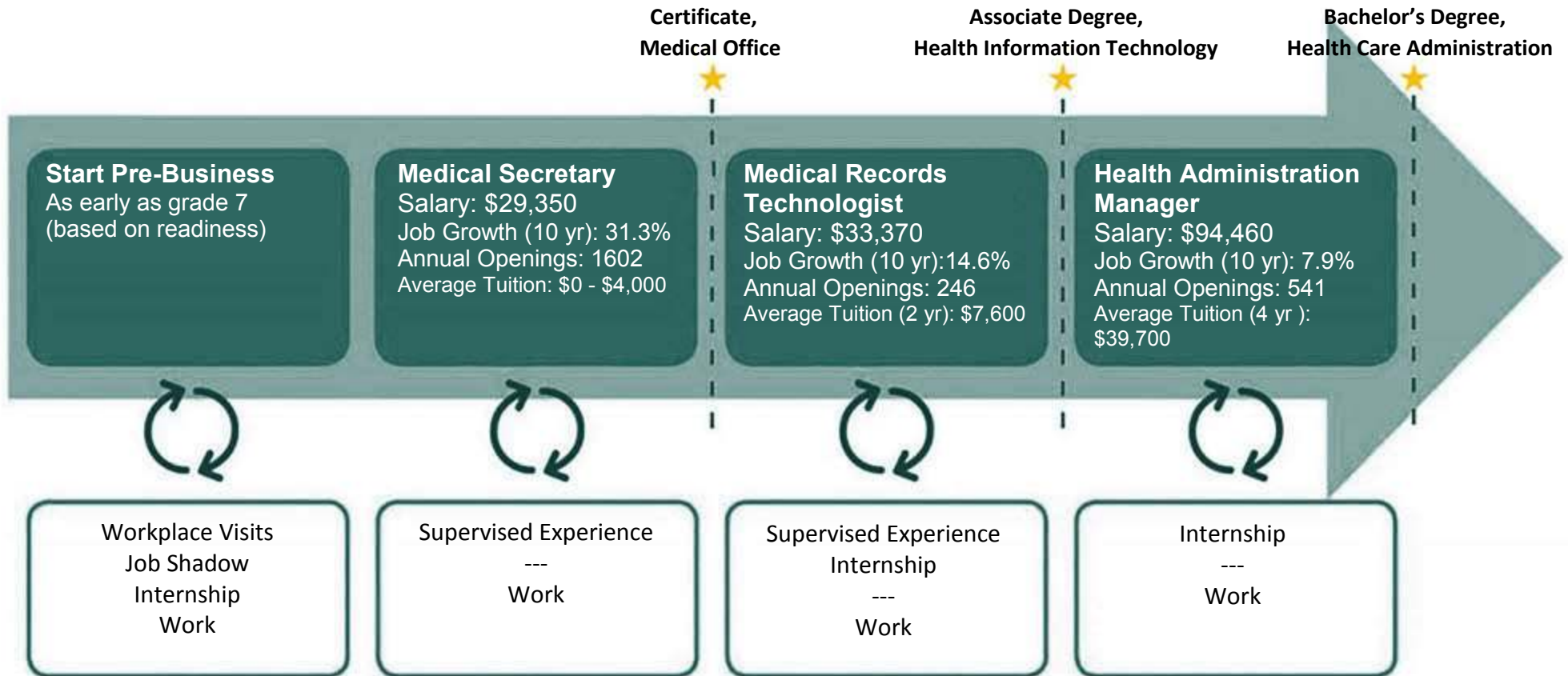




Business and Administrative Services Pathway Model



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

Secondary	7 8	English	Algebra I	Science	Social Studies	Fine Arts			
	9 10	English	Geometry	Biology	US History	Health (.5) PE (.5)	Fundamentals of Business & Admin. Svcs.	Management Principles	Medical Terminology
	11	English	Algebra II	Chemistry	US Gov't & Economics	Foreign Language	Office Management	Business Information	
	12	English	Trigonometry	Physics	Psychology	Foreign Language	Medical Office Management	Business Capstone	
Post-Secondary	Year 1 1st Semester	English	College Seminar	Office Procedures I	Word I	Excel I	PowerPoint I	Keyboarding & Document Formatting	
	Year 1 2nd Semester	Business Language	Introduction to Health Care	Office Procedures II	Word II	Advanced Document Formatting	PowerPoint II	Medical Terminology	Access I
	Year 2 1st Semester	Business Math	Bookkeeping I	Advanced Medical Terminology	Excel II	Health Data Management	Office Integration		
	Year 2 2nd Semester	Business Capstone	Medical Reimburse- ment	Computer Transcription	Business Practicum	Natural Sciences Elective	Technical Elective		

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

