Business and Administrative Services Pathway Model

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

Office Clerk
Salary: $27,550
Job Growth (10 yr): 11.4%
Annual Openings: 3294
Average Tuition: $0 - $4,000

Office Supervisor
Salary: $46,300
Job Growth (10 yr): 9.6%
Annual Openings: 1662
Average Tuition (2 yr): $7,600

Operations Manager
Salary: $89,770
Job Growth (10 yr): -1.3%
Annual Openings: 829
Average Tuition (4 yr): $39,700

Workplace Visits
Job Shadow
Internship

Supervised Experience
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Work

Internship
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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:** Business Management  **Postsecondary Program:** Business Management

### Courses with Secondary & Post-Secondary Credits

<table>
<thead>
<tr>
<th>Year 1</th>
<th>1st Semester</th>
<th>2nd Semester</th>
<th>Year 2</th>
<th>1st Semester</th>
<th>2nd Semester</th>
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<tbody>
<tr>
<td>Secondary</td>
<td>7 8</td>
<td>English</td>
<td>Algebra I</td>
<td>Science</td>
<td>Social Studies</td>
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<td>9 10</td>
<td>English</td>
<td>Geometry</td>
<td>Biology</td>
<td>US History</td>
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<td>11</td>
<td>English</td>
<td>Algebra II</td>
<td>Chemistry</td>
<td>US Gov't &amp; Economics</td>
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<td>12</td>
<td>English</td>
<td>Trigonometry</td>
<td>Physics</td>
<td>Psychology</td>
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<tr>
<td>Post-secondary</td>
<td>Year 1</td>
<td>English</td>
<td>Business Math</td>
<td>Intro to Financial Accounting</td>
<td>Foundations of Business</td>
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<td>Year 2</td>
<td>English</td>
<td>Computer Applications</td>
<td>Managerial Accounting</td>
<td>Marketing Principles</td>
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<td>Year 2</td>
<td>Public Speaking</td>
<td>Statistics</td>
<td>International Business</td>
<td>Organizational Behavior</td>
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<td></td>
<td>Year 2</td>
<td>Business Capstone or Internship</td>
<td>Management Information Systems</td>
<td>Macro-economics</td>
<td>Business Communication</td>
</tr>
</tbody>
</table>

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**High School CTE Program Courses**

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

- **Required Courses**
- **Recommended Electives**