Business and Administrative Services Pathway Model

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

Workplace Visits
Job Shadow
Internship
Work

Payroll Clerk
Salary: $36,485
Job Growth (10 yr): 7.6%
Annual Openings: 197
Average Tuition: $0 - 4,000

Supervised Experience

Work

Certified Compensation Professional

Compensation and Benefits Specialist
Salary: $54,820
Job Growth (10 yr): 1.7%
Annual Openings: 67
Average Tuition(2 yr): $7,600

Supervised Experience
Internship

Work

Professional Human Resources Certification

Human Resources Manager
Salary: $92,670
Job Growth (10 yr): 10.3%
Annual Openings: 101
Average Tuition (4 yr): $39,700

Internship

Work

Bachelor's Degree, Human Resources

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.

Business and Administrative Services Pathway Model

Secondary Pathway: **Business Management** Postsecondary Program: **Human Resources**

Courses with Secondary and 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	Business Foundations
	11	English	Algebra II	Chemistry	US Government & Economics	Foreign Language	Managerial Accounting	Operations Management	
	12	English	Trigonometry	Physics	Psychology	Foreign Language	Human Resources Management	Business Capstone	
Post-Secondary	**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 CTE Program Courses

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

Required Courses

Recommend Electives

Visit education.ohio.gov/CareerConnections for reference information

5.2014