



CAREER PATHWAY

BUSINESS & ADMINISTRATIVE SERVICES

Retail Salespersons | Medical Secretaries | Customer Service Representatives | Training & Development Specialists | Human Resources Specialists | Management Analysts | General & Operations Managers

CAREER TECHNICAL COURSES

- 7
- 8
- 9 Fundamentals of Business and Administrative Services
 - Business Foundations
 - Human Resource Management
- 10 Professional & Technical Sales
- 11 Office Management
- 12 Business and Administrative Services Capstone

INDUSTRY CREDENTIAL OPPORTUNITIES

- CPR First Aid - 1 Point
- Google Ads - 3 Points
- Google Analytics - 3 Points
- Leadership Excellence - Student - 3 Points
- Lean Six Sigma Yellow Belt - 3 Points
- Lean Six Sigma Green Belt - 6 Points
- Microsoft Office Specialist - Access - 3 Points
- Microsoft Office Specialist - Excel - 3 Points
- Microsoft Office Specialist - Outlook - 3 Points
- Microsoft Office Specialist - PowerPoint - 3 Points
- Microsoft Office Specialist - Word - 3 Points
- OSHA-10 - 1 Point
- Rise Up Customer Sales & Service - 6 Points
- Rise Up Retail Industry Fundamentals - 6 Points
- The Business Retail: Operation & Profit - 6 Points

COLLEGE CREDIT OPPORTUNITIES

Students who demonstrate proficiency in career tech courses in approved secondary programs can receive college credit for their approved coursework.

POTENTIAL PLACEMENT & INCOME -



**May 2022 State Occupational Employment and Wage Estimates for Ohio*

- Retail Salespersons | \$33,080
- Medical Secretaries | \$38,520
- Customer Service Representatives | \$40,910
- Training & Development Specialists | \$63,610
- Human Resources Specialists | \$68,650
- Management Analysts | \$94,970
- General & Operations Managers | \$111,070



in partnership with



BUCKEYE HILLS
CAREER CENTER

BUSINESS & ADMINISTRATIVE SERVICES



SUBJECT
CODE

142000

FUNDAMENTAL OF BUSINESS ADMINISTRATIVE SERVICES

This is the first course specific to the Business and Administrative Services career field. It introduces students to the specializations offered in Business and Administrative Services. Students will obtain fundamental knowledge and skills in general management, human resources management, operations management, business informatics and office management. They will acquire knowledge of business operations, business relationships, resource management, process management, and financial principles. Students will use technological tools and applications to develop business insights.

SUBJECT
CODE

141000

BUSINESS FOUNDATIONS

This is the first course for the Business and Administrative Services, Finance, and Marketing career fields. It introduces students to specializations within the three career fields. Students will obtain knowledge and skills in fundamental business activities. They will acquire knowledge of business processes, economics, and business relationships. Students will use technology to synthesize and share business information. Employability skills, leadership, communications, and personal financial literacy will be addressed.

SUBJECT
CODE

142035

HUMAN RESOURCE MANAGEMENT

Students will develop human resources strategies to obtain, retain, and effectively use talent throughout the organization. Students will utilize technology to create job applications, job descriptions, and job profiles to support the talent acquisition process. They will learn to recruit applicants, administer employment assessments, conduct background investigations, and make and communicate hiring decisions. Students will also develop employee handbooks and establish performance improvement processes. Rewards and recognition practices, relationship management and compliance will be addressed.

SUBJECT
CODE

144030

PROFESSIONAL & TECHNICAL SALES

In this course, students will demonstrate sales processes and techniques used in a business-to-business environment. They will develop, grow, and maintain positive business relationships. Students will monitor trends and the business environment to determine the impact on their sales, customers, and competitors. They will negotiate and adjust prices and sales terms. Students will manage sales activities and territories. Technology, employability skills, leadership, and communications will be incorporated in classroom activities.

SUBJECT
CODE

142005

College Credit
CTAPS001
3 Credit Hours

OFFICE MANAGEMENT

Students will apply techniques used to manage people and information in a business environment. Students will learn to build relationships with clients, employees, peers, and stakeholders and to assist new employees. They will manage business records, gather and disseminate information, and preserve critical artifacts. They will also examine contracts, internal controls, and compliance requirements. Business office tools and applications will be emphasized.

CURRICULUM CODE - VT/120-280

SUBJECT
CODE

142045

BUSINESS AND ADMINISTRATIVE SERVICES CAPSTONE

The capstone course provides opportunities for students to apply knowledge, attitudes and skills that were learned in a Business and Administrative Services program in a more comprehensive and authentic way. Capstones often include project-/problem-based learning opportunities that occur both in and away from school. Under supervision of the school and through community partnerships, students may combine classroom learning with work experience. This course can be delivered through a variety of delivery methods including cooperative education or internship.