

Middle School Business Administration Services Courses

		Curriculum Code/Hours		
Subject Code	Course Title	VT	V3	VM
Business and Administrative Services (C4)				
141000	Business Foundations	60-280	60	30-60
142000	Fundamentals of Business and Administrative Services	60-280	60	30-60
144000	Marketing Principles	60-280	60	30-60
143000	Finance Foundations	60-280	60	30-60
990364	Career Connections			30-60
Marketing (S5)				
141000	Business Foundations	60-280	60	30-60
142000	Fundamentals of Business and Administrative Services	60-280	60	30-60
144000	Marketing Principles	60-280	60	30-60
143000	Finance Foundations	60-280	60	30-60
990364	Career Connections			30-60
Finance (G2)				
141000	Business Foundations	60-280	60	30-60
142000	Fundamentals of Business and Administrative Services	60-280	60	30-60
144000	Marketing Principles	60-280	60	30-60
143000	Finance Foundations	60-280	60	30-60
990364	Career Connections			30-60

Curriculum Code	Grades	CT Funded	Assessment	Counts toward Concentrator
VT	7-12	Yes	Required	Yes
V3	7-12	Yes	Not required	No
VM	7-9	Yes	Not required	No

- Career-Technical Middle School Courses require schools to complete a CTE-26 and program of study*.
- Students enrolled in Career-Technical Middle School Courses (VT, VM) are eligible for participation in Career-technical Student Organizations (CTSO).
- Granting High School credit for Career-Technical Middle School Course high school courses is a local school district decision.
- VM Courses do not count towards four course minimum.

*If you have a 7-12 grade building with a current CTE26 on file, no additional CTE26 is required, unless you add a new program to that building IRN.

Business Foundations

Subject Code: 141000

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 and communications and personal financial literacy will be addressed.

Fundamentals of Business and Administrative Services

Subject Code: 142000

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.

Finance Foundations

Subject Code: 143000

This is the first course specific to Finance. It introduces students to the specializations offered in the career field. Students will obtain fundamental knowledge and skills in accounting, banking services, corporate finance, insurance, and securities and investments. They will acquire knowledge of financial analysis and application, business law and ethics, economics, international business and business relationships. Knowledge management and information technology will be emphasized. Employability skills, leadership and communications will be incorporated in classroom activities.

Marketing Principles

Subject Code: 144000

This is the first course in the Marketing career field. It introduces students to the specializations offered in Marketing. Students will obtain fundamental knowledge and skills in marketing communications, marketing management, marketing research, merchandising and professional selling. They will acquire knowledge of marketing strategies, market identification techniques, employability skills, business ethics and law, economic principles and international business. Technology, leadership and communications will be incorporated in classroom activities.

Career Connections

Subject Code: 990364

This course shows students how classroom learning translates into marketable skills. Through hands-on learning and local business involvement, students will engage in career-related experiences to acquire basic skills in various career fields. This provides students with tangible experiences to begin career decision making. Teachers have the flexibility to select career fields related to Ohio's in-demand jobs represented in the community.