

Business and Administrative Services Career Field Pathways
Course Titles and Descriptions

Business & Administrative Services C4 Pathway Courses	Logistics & Supply Chain Marketing C5 Pathway Courses
Business Foundations ¹	Business Foundations ¹
Database Applications Development	Database Applications Development
Fundamentals of Business and Administrative Services ¹	Fundamentals of Business and Administrative Services ²
Human Resource Management	Legal Environment of Business ⁴
Legal Environment of Business ⁴	Logistics Management ⁴
Management Principles	Management Principles
Medical Office Management ⁴	Marketing Principles
Medical Terminology ⁴	Merchandising and Buying
Office Management ⁴	Operations Management ⁴
Operations Management ⁴	Professional and Technical Sales
Professional and Technical Sales	Strategic Entrepreneurship ⁴
Strategic Entrepreneurship ⁴	Supply Chain Management ⁴
Business and Administrative Services Capstone ³	Unmanned Aircraft Systems ⁴
	Business and Administrative Services Capstone ³

¹Recommended first course in the Career Field; ²Recommended first course in the Pathway; ³Does not count as one of the required four courses; ⁴CTAG available.

Business Foundations

Subject Code: 141000

Business Foundations is the recommended first course in the Business and Administrative Services, Finance, Logistics and Supply Chain Management and Marketing Career Field pathways. Learners will develop foundational professional skills, in addition to exploring fundamental business activities and concepts. This course also includes introductory learning outcomes from each of the four related pathways.

Database Applications Development

Subject Code: 145085

Students will use developer strategies to manipulate data, present database systems theory, and develop database applications. Students will learn to import and export data, manipulate table properties, make advanced queries, and run basic SQL forms and reports. Students will develop macros for automating database tasks and building menu-driven applications. Knowledge and skills of data modeling, diagraming, query writing, and design theory will be developed.

Fundamentals of Business and Administrative Services

Subject Code: 142000

Fundamentals of Business & Administrative Services is the recommended second course in the Business & Administrative Services and Logistics & Supply Chain Management pathways. Learners will develop fundamental knowledge and skills in business and operations management. This course also includes learning outcomes in business process analysis and information management.

Human Resources Management

Subject Code: 142035

Human Resources Management explores how businesses obtain, retain and effectively implement talent throughout their organization. Learners will develop knowledge and skills in human resources planning, talent acquisition, and employee development and engagement. This course also includes learning outcomes in business governance, ethical and legal hiring practices, and performance and knowledge management.

Legal Environment of Business

Subject Code: 142010

Legal Environment of Business examines all aspects of the law within businesses, including the judicial system, differences between types of laws and origins of laws, administrative and employment laws and laws impacting individuals. Learners will develop knowledge and skills for conducting legal research and complying with applicable regulations and requirements. This course also includes learning outcomes in contract management and business governance.

Logistics Management

Subject Code: 142030

Logistics Management explores how businesses develop plans and networks to move materials, information, products and services through organizations. Learners will develop knowledge and skills to design receiving and fulfillment processes, conduct inventory management and plan for preventative maintenance and compliance. This course also includes learning outcomes in global business and project management.

Management Principles

Subject Code: 141025

Management Principles explores how businesses plan, organize and lead functions of management to direct staff towards goal achievement. Learners will develop knowledge and skills in relationship management, business governance, change and project management. This course also includes competencies in strategic planning and data and information management to promote problem-solving and decision-making skills.

Marketing Principles

Subject Code: 144000

Marketing Principles is the recommended second course in the Marketing pathway. Learners will develop fundamental skills and knowledge of the marketing functions, including marketing communications, marketing research, pricing, selling and branding. This course also includes learning outcomes in product and service development and social media communications.

Medical Office Management

Subject Code: 142015

Medical Office Management explores how to manage people and information in medical offices. Learners will develop skills and knowledge to code medical procedures in accordance with applicable guidelines, convert patient information into electronic medical records and manage the insurance billing and collection process. This course also includes learning outcomes in compliance, safety and risk management.

Medical Terminology

Subject Code: 072150

This course focuses on the applications of the rules for constructing and defining medical terms with an emphasis on building a working medical vocabulary. Topics include using the appropriate abbreviations and symbols for anatomical, physiological and pathological classifications and the associated medical specialties and procedures. Students will decipher medical terms by identifying and using word elements with an emphasis on derivation, meaning, and pronunciation. Further, students will interpret and translate medical records and documents.

Merchandising and Buying

Subject Code: 144025

Merchandising and Buying explores how businesses determine what to buy, when to buy, how much to buy and from whom to buy products for resale. Learners will develop knowledge and skills to develop a product mix, apply display and visual merchandising techniques and implement sales support activities. This course also includes learning outcomes in corporate social responsibility, relationship management and supply chain management.

Office Management

Subject Code: 142005

Office Management explores how to manage people and information in a business environment. Learners will develop knowledge and skills in relationship management, employee onboarding, other human resources operations and knowledge and information management. This course also includes learning outcomes in contract oversight and business technology applications.

Operations Management

Subject Code: 142020

Operations Management explores how to plan, organize and monitor day-to-day business activities. Learners will develop knowledge and skills to plan production activities, promote workplace safety and manage inventory, quality control and operational risk. This course also includes learning outcomes in facilities management and managerial accounting.

Professional and Technical Sales

Subject Code: 144030

Professional and Technical Sales will explore sales processes and techniques used in a business-to-business environment. Learners will develop knowledge and skills to develop and maintain positive business relationships, in addition to negotiating and adjusting prices and sales terms. This course also includes learning outcomes in marketing and business communications, including marketing research, information management and social media communications.

Strategic Entrepreneurship

Subject Code: 141030

Strategic Entrepreneurship explores how individuals use innovation to generate ideas for new products and services, evaluate the feasibility of business ideas and develop a strategy for commercialization. Learners will develop knowledge and skills to select target markets, profile target customers, define a business mission and develop a business plan. This course also includes learning outcomes in financial analysis and evaluation.

Supply Chain Management

Subject Code: 142025

Supply Chain Management explores how businesses facilitate the flow of goods from the point of origin to the point of consumption. Learners will develop skills and knowledge to track supply chains and measure their effectiveness and efficiency. They will also learn to identify opportunities to improve service levels, quality and costs through supply chains and select strategies for improving customer and supplier relationships. This course also includes learning outcomes in project management and business process analysis.

Unmanned Aircraft Systems

Subject Code: 177024

Students will learn the essentials of operating an unmanned aircraft in a variety of environments. Students will learn principles of regulations, operations, air space, and navigation. Additionally, students will acquire and use geospatial information for various applications.

Business and Administrative Services Capstone

Subject Code: 142045

Students will apply knowledge, attitudes and skills that were learned in a Business and Administrative Services program in a more comprehensive and authentic way in this capstone course. 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 apprenticeship.