

What Type Of Work Is Involved In The Business Operations Cluster?

- Recording, posting and filing of business records.
- Organization, accuracy, neatness and attention to detail.
- Office work and contact with customers.
- Application of math and business concepts.

What are Business Operations Pathways?

- **Records and Communication**
- **Financial Transactions**
- **Storage and Dispatching**
- **Business Machine and Computer Operation**

What should you think about when considering a career in the Business Operations Cluster?

Do You . . .

- ... prefer well ordered environments?
- ... like systematic verbal and numerical activities?
- ... enjoy working with tools, machines, and equipment?
- ... like a predictable work setting?
- ... prefer to work alone?
- ... perform work tasks to meet standards of accuracy?
- ... enjoy using math skills?
- ... like well-defined tasks?

If you answered YES to most of these questions, a career in the Business Operations cluster may be for you!

COMPLETERS

COMPLETER: *Accounting* Guideline for Course Selections

CREDITS: 4

Refer to Graduation requirements in the Program of Studies for specific course requirements in each content area.

		9	10	11	12
Requirements	<i>Exact scheduling depends on student's plan and school's master schedule</i>	English (1)	English (1)	English (1)	English (1)
		Social Studies (1)	Social Studies (1)	Social Studies (1)	
		Science (1)	Science (1)	Science (1)	
		Mathematics (1)	Mathematics (1)	Mathematics (1)	
		PE (.5) / Health (.5)		PE (.5) / Financial Literacy (.5)	
<i>May be taken any year</i>	Fine Arts (1)	Technology Ed (1)			
<i>Recommended</i>	World Language (1) Freshman Seminar (.5)	World language (1)		Mathematics (1)	
Completer Program Requirements			Business Principles & Practices (1)	Hrs Accounting I (1) Financial Mgmt. Using Software Applications (1)	Accounting II (1)
Career Specific Electives <i>(may be taken any year offered after prerequisites have been satisfied)</i>		Business Communications & Keyboarding (1) AP Macroeconomics (1) Business Law (1) Desktop Publishing (1) Economics (.5) Honors Calculus (1) AP Calculus AB (1) AP Calculus BC (1) Honors Finance Academy I (2) Office Systems Management (1) Work Based Learning Experience (.5-1)			
<i>8 credits possible per year</i>					
Value Added: From: Program:		3 Transcribed credits Carroll Community College Accounting			

COMPLETER: *Administrative Services* Guideline for Course Selections

CREDITS: 4

Refer to Graduation requirements in the Program of Studies for specific course requirements in each content area.

		9	10	11	12
Requirements	<i>Exact scheduling depends on student's plan and school's master schedule</i>	English (1)	English (1)	English (1)	English (1)
		Social Studies (1)	Social Studies (1)	Social Studies (1)	
		Science (1)	Science (1)	Science (1)	
		Mathematics (1)	Mathematics (1)	Mathematics (1)	
		PE (.5) / Health (.5)		PE (.5) / Financial Literacy (.5)	
<i>May be taken any year</i>	Fine Arts (1)	Technology Ed (1)			
<i>Recommended</i>	World Language (1) Freshman Seminar (.5)	World Language (1)		Mathematics (1)	
Completer Program Requirements			Business Principles & Practices (1)	Financial Management Using Software Applications (1)	Office Systems Management (1) Advanced Software Applications (1)
Career Specific Electives <i>(may be taken any year offered after prerequisites have been satisfied)</i>		Business Communications & Keyboarding (1) Accounting I (1) Business Law (1) Desktop Publishing (1) Marketing (1) Work Based Learning Experience (.5-1)			
<i>8 credits possible per year</i>					
Value Added: From: Program:		Up to 27 Articulated credits Carroll Community College Office Technology			

COMPLETER: Business Administration & Management Guideline for Course Selections **CREDITS: 4**

Refer to Graduation requirements in the Program of Studies for specific course requirements in each content area.

		9	10	11	12
Requirements	<i>Exact scheduling depends on student's plan and school's master schedule</i>	English (1)	English (1)	English (1)	English (1)
		Social Studies (1)	Social Studies (1)	Social Studies (1)	
		Science (1)	Science (1)	Science (1)	
		Mathematics (1)	Mathematics (1)	Mathematics (1)	
		PE (.5) / Health (.5)		PE (.5) / Financial Literacy (.5)	
	<i>May be taken any year</i>	Fine Arts (1)	Technology Ed (1)		
<i>Recommended</i>		World Language (1) Freshman Seminar (.5)	World Language (1)		Mathematics (1)
Completer Program Requirements			Business Principles & Practices (1)	Financial Management Using Software Applications (1) Hrs. Accounting I (1)	E-Commerce and Entrepreneurship (1)
Career Specific Electives <i>(may be taken any year offered after prerequisites have been satisfied)</i>		AP Probability & Stat. (1) Accounting II (1) AP Psychology (1) Business Law (1) Honors Calculus, AP Calculus AB, AP Calculus BC (1) Issues in American Society (.5) Psychology I or Honors Psychology I (1) Leadership Development (.5) Sociology (.5) Work Based Learning Experience (.5-1)			
<i>8 credits possible per year</i>					
Value Added: From: Program:		3 Articulated credits Community College of Baltimore County, Catonsville, Essex or Dundalk Business Management			

COMPLETER: Computer Technology Guideline for Course Selections **CREDITS: 6**

Refer to Graduation requirements in the Program of Studies for specific course requirements in each content area.

		9	10	11	12
Requirements	<i>Exact scheduling depends on student's plan and school's master schedule</i>	English (1)	English (1)	English (1)	English (1)
		Social Studies (1)	Social Studies (1)	Social Studies (1)	
		Science (1)	Science (1)	Science (1)	
		Mathematics (1)	Mathematics (1)	Mathematics (1)	
		PE (.5) / Health (.5)		PE (.5) / Financial Literacy (.5)	
	<i>May be taken any year</i>	Fine Arts (1)	Technology Ed (1)		
<i>Recommended</i>		World Language (1) Freshman Seminar (.5)	World Language (1)		Mathematics (1)
Completer Program Requirements				Honors Computer Technology I (3)	AP Computer Technology II (3)
Career Specific Electives <i>(may be taken any year offered after prerequisites have been satisfied)</i>		Business Communications & Keyboarding (1) Financial Management Using Software Applications (1) Math Elective Beyond Alg. II / D.A. (.5-1) Accounting I, II (1-2) Business Law (1) Business Principles & Practices (1) AP Prob. & Stats. (1) Work Based Learning Experience (.5-1)			
<i>8 credits possible per year</i>					
Value Added: From: Program:		Up to 11 Articulated credits Carroll Community College Computer Information Systems			
		Value Added: 10 Articulated credits From: Community College of Baltimore County Catonsville, Essex or Dundalk Program: Information Technology			

COMPLETER: *Financial Services/National Academy of Finance Endorsement* CREDITS: 6

Guideline for Course Selections

Refer to Graduation requirements in the Program of Studies for specific course requirements in each content area.

		9	10	11	12
Requirements	<i>Exact scheduling depends on student's plan and school's master schedule</i>	English (1)	English (1)	English (1)	English (1)
		Social Studies (1)	Social Studies (1)	Social Studies (1)	
		Science (1)	Science (1)	Science (1)	
		Mathematics (1)	Mathematics (1)	Mathematics (1)	
		PE (.5) / Health (.5)		PE (.5) / Financial Literacy (.5)	
<i>May be taken any year</i>	Fine Arts (1)	Technology Ed (1)			
<i>Recommended</i>		World Language (1)	World Language (1)		Mathematics (1)
Completer Program Requirements				Hrs. Accounting I (1) Honors Finance Academy I (2)	Accounting II (1) Honors Finance Academy II (1) Work Based Learning Experience-Internship (1)
<i>Additional Requirements for NAF Endorsement (8 credits)</i>		Freshman Seminar (.5) (Strongly encouraged by NAF)			Concurrent Enrollment in finance course (.5) Additional Work Based Learning Experience-Internship combined with above (1); paid
Career Specific Electives <i>(may be taken any year offered after prerequisites have been satisfied)</i>		Business Communications & Keyboarding (1) Business Principles & Practices (1) Business Law (1) Economics (.5) Financial Management Using Software Applications (1) Office Systems Management (1)			
<i>8 credits possible per year</i>					
Value Added:		3 Transcribed credits via Financial Services completer			
From:		6 Total transcribed credits via Academy of Finance			
Program:		Carroll Community College Accounting			

MAJORS

CAREER MAJOR: *Actuarial Science* Guideline for Course Selections

CREDITS: 4

Refer to Graduation requirements in the Program of Studies for specific course requirements in each content area.

		9	10	11	12
Requirements	<i>Exact scheduling depends on student's plan and school's master schedule</i>	English (1)	English (1)	English (1)	English (1)
		Social Studies (1)	Social Studies (1)	Social Studies (1)	
		Science (1)	Science (1)	Science (1)	
		Mathematics (1)	Mathematics (1)	Mathematics (1)	Mathematics (1)
		World Language (1)	World Language (1)		
		PE (.5) / Health (.5)		PE (.5) / Financial Literacy (.5)	
<i>May be taken any year</i>	Fine Arts (1)	Technology Ed (1)			
<i>Recommended</i>	Freshman Seminar (.5)				
Career Major (4 minimum credits)		Financial Management Using Software Applications (1)	Marketing (1) Accounting I (1) Economics (.5)	Business Law (1) AP Prob. & Stats. (1) Math Elective beyond Alg. II / DA (.5-1)	
Career Specific Electives (may be taken any year offered after prerequisites have been satisfied)	Business Principles & Practices (1) AP Macroeconomics (1) Accounting II (1) Adv. Marketing (1) Alg. II / DA (1) Business Principles & Practices (1) Trig. & Pre-Calc. or Hon. Trig. & Pre-Calc (1) Psychology I or Honors Psychology I (1) Sociology (.5) Work Based Learning Experience (.5-1)				
<i>8 credits possible per year</i>					
Related Completers:	Accounting				

CAREER MAJOR: *Human Resources Management* Guideline for Course Selections

CREDITS: 4

Refer to Graduation requirements in the Program of Studies for specific course requirements in each content area.

		9	10	11	12
Requirements	<i>Exact scheduling depends on student's plan and school's master schedule</i>	English (1)	English (1)	English (1)	English (1)
		Social Studies (1)	Social Studies (1)	Social Studies (1)	
		Science (1)	Science (1)	Science (1)	
		Mathematics (1)	Mathematics (1)	Mathematics (1)	Mathematics (1)
		World Language (1)	World Language (1)		
		PE (.5) / Health (.5)		PE (.5) / Financial Literacy (.5)	
<i>May be taken any year</i>	Fine Arts (1)	Technology Ed (1)			
<i>Recommended</i>	Freshman Seminar (.5)				
Career Major (4 minimum credits)		Public Speaking (.5)	Marketing (1) Hnrs. Accounting I (1) Psychology I or Honors Psychology I(1) Business Law (1)	Issues in American Society (.5) AP Probability & Stat. (1) Sociology (.5) AP Psychology (1)	
Career Specific Electives (may be taken any year offered after prerequisites have been satisfied)	Business Communications & Keyboarding (1) Business Principles & Practices (1) Desktop Publishing (.5) Economics (.5) Leadership Development (.5) Financial Management Using Software Applications (1) Work Based Learning Experience (.5-1)				
<i>8 credits possible per year</i>					

CAREER MAJOR: Information Systems Management Guideline for Course Selections **CREDITS: 4**

Refer to Graduation requirements in the Program of Studies for specific course requirements in each content area.

		9	10	11	12
Requirements	<i>Exact scheduling depends on student's plan and school's master schedule</i>	English (1)	English (1)	English (1)	English (1)
		Social Studies (1)	Social Studies (1)	Social Studies (1)	
		Science (1)	Science (1)	Science (1)	
		Mathematics (1)	Mathematics (1)	Mathematics (1)	Mathematics (1)
		World Language (1)	World Language (1)		
		PE (.5) / Health (.5)		PE (.5) / Financial Literacy (.5)	
<i>May be taken any year</i>	Fine Arts (1)	Technology Ed (1)			
<i>Recommended</i>	Freshman Seminar (.5)				
Career Major (4 minimum credits)			Business Principles & Practices (1) Financial Management Using Software Applications (1) Economics (.5)	AP Probability & Statistics (1) Accounting I (1) Math Elective Beyond Alg. II / DA(1) Adv. Software Applications (1)	
Career Specific Electives (may be taken any year offered after prerequisites have been satisfied)	Business Principles & Practices (1) AP Macroeconomics (1) Accounting II (1) Adv. Marketing (1) Alg. II / DA (1) Business Principles & Practices (1) Trig. & Pre-Calc. or Hon. Trig. & Pre-Calc (1) Psychology I or Honors Psychology I (1) Sociology (.5) Work Based Learning Experience (.5-1)				
<i>8 credits possible per year</i>					
Related Completers:	Accounting, Computer Technology, Technical Support/Networking				

CAREER MAJOR: Operations Management Guideline for Course Selections **CREDITS: 4**

Refer to Graduation requirements in the Program of Studies for specific course requirements in each content area.

		9	10	11	12
Requirements	<i>Exact scheduling depends on student's plan and school's master schedule</i>	English (1)	English (1)	English (1)	English (1)
		Social Studies (1)	Social Studies (1)	Social Studies (1)	
		Science (1)	Science (1)	Science (1)	
		Mathematics (1)	Mathematics (1)	Mathematics (1)	Mathematics (1)
		World Language (1)	World Language (1)		
		PE (.5) / Health (.5)		PE (.5) / Financial Literacy (.5)	
<i>May be taken any year</i>	Fine Arts (1)	Technology Ed (1)			
<i>Recommended</i>	Freshman Seminar (.5)				
Career Major (4 minimum credits)		Business Principles & Practices (1)	Marketing I (1) Honors Principles of Engineering (1)	Hnr.s Accounting I (1) Financial Management Using Software Applications (1) Business Law (1)	
Career Specific Electives (may be taken any year offered after prerequisites have been satisfied)	Manufacturing & Construction Technologies (1) Electronics (1) Adv. Marketing (1) AP Psychology (1) Economics (.5) Psychology I or Honors Psychology I (1) Sociology (.5) Technical Drawing & CADD (1) Work Based Learning Experience (.5-1)				
<i>8 credits possible per year</i>					
Related Completers:	Building Maintenance				