

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 along?
- ❖ 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 *Business Operations* cluster may be for you!

For more details, read on...

COMPLETERS

COMPLETER: *Accounting*

CREDITS: 4

- Guideline for Course Selections
- Refer to Graduation Requirements in the Program of Studies for specific course requirements in each content area

Grade →	9	10	11	12
Exact scheduling depends on student's plan and school's master schedule.	English 9 (1)	English 10 (1)	English 11 (1)	English 12 (1)
	US Government (1)	US History (1)	World History (1)	
	Conceptual Physics (1)	Chemistry (1)	Biology (1)	
	Algebra I / Data Analysis (1)	Intermediate Algebra / Data Analysis (1)	Geometry (1)	Algebra II / Data Analysis (1)
	PE (.5) / Health (.5)		PE (.5)	
	Fine Arts (1)	Foundations of Technology (1)		
	World Language (1)	World Language (1)		
Completer Program Requirements		Business Principles & Practices (1) Honors Financial Mgmt. Using Software Applications (1)	Honors Accounting I (1)	Accounting II (1)
Career Specific Electives (may be taken any year offered after prerequisites have been satisfied)	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), Internship (.5-1)			
8 credits possible per year				
Value Added: From? Program:	3 Transcribed Credits Carroll Community College Accounting			
End of Program Test: Industry: Taken:	Accounting 101 Final Exam Carroll Community College At the end of Accounting II			

COMPLETER: *Administrative Services*

CREDITS: 4

- Guideline for Course Selections
- Refer to Graduation Requirements in the Program of Studies for specific course requirements in each content area

Grade →	9	10	11	12
Exact scheduling depends on student's plan and school's master schedule.	English 9 (1)	English 10 (1)	English 11 (1)	English 12 (1)
	US Government (1)	US History (1)	World History (1)	
	Conceptual Physics (1)	Chemistry (1)	Biology (1)	
	Algebra I / Data Analysis (1)	Intermediate Algebra / Data Analysis (1)	Geometry (1)	Algebra II / Data Analysis (1)
	Health (.5)	PE (1)		
	Fine Arts (1)	Foundations of Technology (1)		
	World Language (1)	World Language (1)		
Completer Program Requirements	Prerequisite: Business Communications & Keyboarding (1)	Business Principles & Practices (1)	Honors Financial Management Using Software Applications (1)	Office Systems Management (1) Advanced Software Applications (1)
Career Specific Electives (may be taken any year offered after prerequisites have been satisfied)	Accounting I (1), Business Law (1), Desktop Publishing (1), Marketing (1), Internship (.5-1)			
8 credits possible per year				
Value Added: From? Program:	Up to 27 Articulated credits Carroll Community College Office Technology			
End of Program Test: Industry: Taken:	Microsoft Office Specialist Word or Excel Exam Microsoft At the end of Advanced Software Applications			

COMPLETER: *Business Administration & Management*

CREDITS: 4

- Guideline for Course Selections
- Refer to Graduation Requirements in the Program of Studies for specific course requirements in each content area

Grade →	9	10	11	12
Exact scheduling depends on student's plan and school's master schedule.	English 9 (1)	English 10 (1)	English 11 (1)	English 12 (1)
	US Government (1)	US History (1)	World History (1)	
	Conceptual Physics (1)	Chemistry (1)	Biology (1)	
	Algebra I / Data Analysis (1)	Intermediate Algebra / Data Analysis (1)	Geometry (1)	Algebra II / Data Analysis (1)
	PE (.5) / Health (.5)		PE (.5)	
	Fine Arts (1)	Foundations of Technology (1)		
	World Language (1)	World Language (1)		
	Business Communications & Keyboarding (1)			
Completer Program Requirements		Business Principles & Practices (1) Honors Financial Management Using Software Applications (1)	Honors Accounting I (1)	Honors E-Commerce and Entrepreneurship (1)
Career Specific Electives (may be taken any year offered after prerequisites have been satisfied)	AP Probability & Statistics (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), Sociology (.5), Internship (.5-1)			
8 credits possible per year				
Value Added: From: Program:	3 Articulated credits Community College of Baltimore County, Catonsville, Essex or Dundalk Business Management			
End of Program Test: Industry: Taken:	Microsoft Office Specialist, Specialist Excel Exam OR CLEP Principles of Management Exam Microsoft College Board - CLEP At the end of Honors E-Commerce and Entrepreneurship			

COMPLETER: *Computer Technology*

CREDITS: 6

- Guideline for Course Selections
- Refer to Graduation Requirements in the Program of Studies for specific course requirements in each content area

Grade →	9	10	11	12
Exact scheduling depends on student's plan and school's master schedule.	English 9 (1)	English 10 (1)	English 11 (1)	English 12 (1)
	US Government (1)	US History (1)	World History (1)	
	Conceptual Physics (1)	Chemistry (1)	Biology (1)	
	Algebra I / Data Analysis (1)	Intermediate Algebra / Data Analysis (1)	Geometry (1)	Algebra II / Data Analysis (1)
	PE (.5) / Health (.5)		PE (.5) / Financial Literacy (.5)	
	Fine Arts (1)	Foundations of Technology (1)		
	World Language (1)	World Language (1)		
	Completer Program Requirements			Honors Computer Technology I (3)
Career Specific Electives (may be taken any year offered after prerequisites have been satisfied)	Graphic Communications (1), Script Writing and Video Production (1), Business Communications & Keyboarding (1), Honors Financial Management Using Software Applications (1), Math Elective Beyond Alg. II/Data Analysis (.5-1), Accounting I, II (1-2), Business Law (1), Business Principles & Practices (1), AP Prob. & Statistics (1), Internship (.5-1)			
8 credits possible per year				
Value Added: From: Program:	Up to 12 Articulated credits Carroll Community College Computer Information Systems	10 Articulated credits Community College of Baltimore County, Catonsville, Essex, or Dundalk Information Technology		
End of Program Test: Industry: Taken:	Advanced Placement Computer Science A Exam College Board Spring after AP Computer Technology II			

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

Grade →	9	10	11	12
Exact scheduling depends on student's plan and school's master schedule.	English 9 (1)	English 10 (1)	English 11 (1)	English 12 (1)
	US Government (1)	US History (1)	World History (1)	
	Conceptual Physics (1)	Chemistry (1)	Biology (1)	
	Algebra I / Data Analysis (1)	Intermediate Algebra / Data Analysis (1)	Geometry (1)	Algebra II / Data Analysis (1)
	PE (.5) / Health (.5)		PE (.5)	
	Fine Arts (1)	Foundations of Technology (1)		
	World Language (1)	World Language (1)		
	Business Communications & Keyboarding (1)			
Completer Program Requirements		Prerequisite: Honors Financial Mgmt. Using Software Applications (1)	Honors Accounting I (1) Honors Finance Academy I (2)	Accounting II (1) Honors Finance Academy II (1) Honors Academy of Internship (1)
Additional Requirements for NAF Endorsement (8 credits)	Freshman Seminar (.5) (Strongly encouraged by NAF)			Concurrent Enrollment in finance course (.5) Additional Internship-Internship combined with above (1); paid
Career Specific Electives (may be taken any year offered after prerequisites have been satisfied)	Business Principles & Practices (1), Business Law (1), Economics (.5), Office Systems Management (1), Honors E-Commerce & Entrepreneurship (1)			
8 credits possible per year				
Value Added: From: Program:	3 Transcribed credits via Financial Services completer; 6 total Transcribed credits via Academy of Finance Carroll Community College Accounting			

MAJORS

CAREER MAJOR: *Actuarial Science*

CREDITS: 4

- Guideline for Course Selections
- Refer to Graduation Requirements in the Program of Studies for specific course requirements in each content area

Grade →	9	10	11	12
Exact scheduling depends on student's plan and school's master schedule	English 9 (1)	English 10 (1)	English 11 (1)	English 12 (1)
	US Government (1)	US History (1)	World History (1)	
	Conceptual Physics (1)	Chemistry (1)	Biology (1)	
	Algebra I / Data Analysis (1)	Intermediate Algebra / Data Analysis (1)	Geometry (1)	Algebra II / Data Analysis (1)
	World Language (1)	World Language (1)		
	PE (.5) / Health (.5)		PE (.5) / Financial Literacy (.5)	
	Fine Arts (1)	Foundations of Technology (1)		
Career Major (4 minimum credits)		Honors 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/Data Analysis (.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), Trig & Pre-Calc. or Hon. Trig & Pre-Calc (1), Psychology I or Honors Psychology I (1), Sociology (.5), Internship (.5-1)			
8 credits possible per year				
Related Completers:	Accounting			

CAREER MAJOR: *Human Resources Management*

CREDITS: 4

- Guideline for Course Selections
- Refer to Graduation Requirements in the Program of Studies for specific course requirements in each content area

Grade →	9	10	11	12
Exact scheduling depends on student's plan and school's master schedule	English 9 (1)	English 10 (1)	English 11 (1)	English 12 (1)
	US Government (1)	US History (1)	World History (1)	
	Conceptual Physics (1)	Chemistry (1)	Biology (1)	
	Algebra I / Data Analysis (1)	Intermediate Algebra / Data Analysis (1)	Geometry (1)	Algebra II / Data Analysis (1)
	World Language (1)	World Language (1)		
	PE (.5) / Health (.5)		PE (.5) / Financial Literacy (.5)	
	Fine Arts (1)	Foundations of Technology (1)		
Career Major (4 minimum credits)		Public Speaking (.5)	Marketing (1) Honors 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), Honors Financial Management Using Software Applications (1), Internship (.5-1)			
8 credits possible per year				

CAREER MAJOR: *Information Systems Management*

CREDITS: 4

- Guideline for Course Selections
- Refer to Graduation Requirements in the Program of Studies for specific course requirements in each content area

Grade →	9	10	11	12
Exact scheduling depends on student's plan and school's master schedule	English 9 (1)	English 10 (1)	English 11 (1)	English 12 (1)
	US Government (1)	US History (1)	World History (1)	
	Conceptual Physics (1)	Chemistry (1)	Biology (1)	
	Algebra I / Data Analysis (1)	Intermediate Algebra / Data Analysis (1)	Geometry (1)	Algebra II / Data Analysis (1)
	World Language (1)	World Language (1)		
	PE (.5) / Health (.5)		PE (.5) / Financial Literacy (.5)	
	Fine Arts (1)	Foundations of Technology (1)		
Career Major (4 minimum credits)			Business Principles & Practices (1) Honors Financial Management Using Software Applications (1) Economics (.5)	AP Prob. & Stats. (1) Accounting I (1) Math Elective beyond Alg. II/Data Analysis (1) Adv. Software Applications (1)
Career Specific Electives (may be taken any year offered after prerequisites have been satisfied)	Technological Issues and Impacts (1), Business Principles & Practices (1), AP Macroeconomics (1), Accounting II (1), Adv. Marketing (1), Trig & Pre-Calc. or Hon. Trig & Pre-Calc (1), Psychology I or Honors Psychology I (1), Sociology (.5), Internship (.5-1)			
8 credits possible per year				
Related Completers:	Accounting, Computer Technology, Cisco Networking Academy			

CAREER MAJOR: *Operations Management*

CREDITS: 4

- Guideline for Course Selections
- Refer to Graduation Requirements in the Program of Studies for specific course requirements in each content area

Grade →	9	10	11	12
Exact scheduling depends on student's plan and school's master schedule	English 9 (1)	English 10 (1)	English 11 (1)	English 12 (1)
	US Government (1)	US History (1)	World History (1)	
	Conceptual Physics (1)	Chemistry (1)	Biology (1)	
	Algebra I / Data Analysis (1)	Intermediate Algebra / Data Analysis (1)	Geometry (1)	Algebra II / Data Analysis (1)
	World Language (1)	World Language (1)		
	PE (.5) / Health (.5)		PE (.5) / Financial Literacy (.5)	
	Fine Arts (1)	Foundations of Technology (1)		
Career Major (4 minimum credits)		Business Principles & Practices (1)	Marketing (1)	Honors Accounting I (1) Honors Financial Management Using Software Applications (1) Business Law (1)
Career Specific Electives (may be taken any year offered after prerequisites have been satisfied)	Advanced Design Applications (1), Technological Design (1), Advanced Marketing (1), AP Psychology (1), Economics (.5), Psychology I or Honors Psychology I (1), Sociology (.5), Internship (.5-1)			
8 credits possible per year				
Related Completers:	Building Maintenance			