

Cluster:	Business, Management and Finance	Pathway:	Office Systems Management
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High School Program Tech Prep Completer

Check your school's course offerings

Graduation Requirements	Grade 9	Grade 10	Grade 11	Grade 12
English - 4	English 9	English 10	AP English Language or English II	AP English Literature or English 12
Social Studies 3	US Government	AP European History or World Civilization	AP US History or US History	AP Economics
Mathematics – 3/4 (Choose a sequence)	Geometry or Algebra I	Algebra II or Geometry	Pre-Calculus or Algebra II	AP Calculus or Pre-Calculus or Math Elective
Science - 3	Biology	Chemistry or Earth-Space Science	Physics / Chemistry or Physical Science	AP Science or Science Elective
Physical Education .5/1 Health Education .5	.5 Health	.5 PE	.5 PE	
Fine Arts - 1	.5 Fine Arts	.5 Fine Arts		
Technology Education - 1	Fundamentals of Technology			
Dual Completer Foreign Language - 2 and/or Adv.Tech - 2	Language Spanish I	Language Spanish II	Language Spanish III	Spanish IV or AP Spanish
Suggested Electives	Business Law, Technology & Information Literacy	Marketing Education, Entrepreneurship, Business Presentations	Spreadsheets, Databases, Visual Basic I	Visual Basic II, Web Design, Computer Programming
	NOTE: Student's Work Experience must be provided in business and office occupations. Work-Based Learning Position may continue through senior year			
CTE Completer Program – 4	Keyboarding Advanced Keyboarding or Word Processing I	Computer Elective	Principles of Business B Computer Electives	Office Systems Management Office Systems Management Work Experience

Examples of careers students are preparing to enter: <http://www.aacps.org/aacps/boe/commu/slc/business.htm>

Sample Two Year College Program Sequence

This is a Tech Prep program connection with the **Business Management** program at Anne Arundel Community College. A student could earn college credit while in high school. <http://www.aacc.edu/business>

Semester 1	Semester 2
English Humanities Science Mathematics Class to satisfy Diversity requirement	English Science Humanities Fitness/Wellness Social/Behavioral Science
Semester 3	Semester 4
Computer Technology or Mathematics Social/Behavioral Science Electives related to major	Electives related to major