

**Available in comprehensive high schools**

# Administrative Services



The Administrative Services curriculum is delivered through a sequence of four classes: Business Principles and Practices, Financial Management Using Software Applications, Office Systems Management, and Advanced Software Applications. These courses are designed to provide students with an in-depth study of the structure and organization of office and business systems.

## Major Units of Study

- Managerial and technical skills for business support operations
- Business simulations and problem solving
- Emerging technologies and software applications
- Ethics
- Analytical thinking
- Manipulation of information using the computer as a productivity tool
- Microsoft Office Specialist (MOS) certification

## Related Careers

- Accounting
- Consulting
- Finance
- Marketing
- Non-profit business



## Post-Secondary

- Qualified students can earn up to 27 Articulated college credits through an articulation with Carroll Community College
- College
- Technical Schools/Technical Certification



**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 à	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)		
<b>Completer Program Requirements</b>	Prerequisite: Business Communications & Keyboarding (1)	Business Principles & Practices (1)	Financial Management Using Software Applications (1)	Office Systems Management (1) Advanced Software Applications (1)
<b>Career Specific Electives</b> (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				
<b>Value Added: From: Program:</b>	Up to 27 Articulated credits Carroll Community College Office Technology			
<b>End of Program Test: Industry: Taken:</b>	Microsoft Office Specialist Word or Excel Exam Microsoft At the end of Advanced Software Applications			

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