



**BOSAS
PROGRAM OF STUDY**

CTE Courses offered grades 9-12

CAREER PLAN OF STUDY: Business Operations Support and Assistant Services

CAREER CLUSTER: Business Management and Administration

CAREER PATHWAY: Administrative Support

SAMPLE OCCUPATIONS: Data Entry, Customer Service Representative, Insurance Claims and Policy Processing Clerks, General Office Clerk, Computer Operator, Human Resources Assistants, Administrative Assistants, Procurement Clerks, Secretaries, Statistal Assistant, Telephone Operator,

CERTIFICATION: Microsoft Office Specialist

HIGH SCHOOL PLAN OF STUDY	GRADE	Suggested Program of Study					OTHER REQUIRED COURSES
		CAREER AND TECHNICAL EDUCATION COURSES	ENGLISH (4 Credits)	MATH (4 Credits)	SCIENCE (3 Lab)	SOCIAL STUDIES (3 Credits)	
	9		EN09 - Freshman English	MA27 - Algebra I	SC09 - Essential Elements of Science	SS22 - World History/ Geography	Practical Art - 1 Credit OR ↓
	10	CB09 Technology Foundations for Business	EN47 - Sophomore English	MA30 - Geometry	SC49 - Biology		Fine Arts 1 credit
	11	CB61 Business Leadership, Technology, Management	EN48 - Jr. English	MA40 - Algebra II	SC71 - Chemistry	SS35 - American/AZ History	PE - 1 Credit
	12	CT81 Sales and Marketing Internship	EN49 - Sr. English	MA45-PreCalculus OR MA42 College Algebra/Trigonometry		SS51 - Government and SS77 - Principles and Practices of Economics	World Language - 2 Credits university entrance
LEGEND	CTE Program of Study (Meets practical art requirement)		**Dual Enrollment Option - College credit may be available				
	Refer to each university's website for specific admission requirements						
POST SECONDARY	COMMUNITY COLLEGE		UNIVERSITY PROGRAM				
	Mesa Community College http://mesacc.edu/high-school/career-pathways		Arizona State University https://webapp4.asu.edu/programs				
	GateWay Community College www.gatewaycc.edu		University of Arizona http://www.arizona.edu				
Go to www.mpsaz.org/cte/programs for more information on this and other CTE Programs of Study.							
CAREER PLANNING LINKS				PROFESSIONAL ORGANIZATION LINKS			
MPS Career and Technical Education - www.mpsaz.org/cte				Business Professionals of America - www.pba.gov			
MPS Career Planning System-Kuder Navigator: www.mpsaz.kuder.com				International Association of Administrative Professionals - www.iaap-hq.org			
MyMPS: www.mpsaz.org/mymps							