

NSA High School Work Study Program

Students must successfully complete at least two courses from one list prior to completion of their junior year. Classes must be noted on the transcript as either completed or work in progress. Although only two courses are required, additional classes are looked upon favorably and will make the student more competitive during final hiring decisions. If the student is unable to fit a course into their schedule, we recommend taking courses at the Community College.

Qualifying Courses for Office Assistant Position	
Students who are enrolled in business courses (Microsoft Office Suite, Accounting, Business Management, Web Page Design, etc). They will be required to perform basic administrative tasks - type, file, maintain records, answer phones, and operate business equipment, such as word processors and personal computers.	
Course #	Course Name
Q01	Principles of Accounting and Finance
Q02	Honors Accounting 2
Q03	Honors Accounting 3
Q09	AP Business with Personal Finance
Q20	Principles of Business Management & Entrepreneurship
Q22	Career Connections
Q34	Honors Entrepreneurship
Q40	Honors Business Administration Services
Q50	Introduction to Microsoft Office
Q61	Honors Business Management
Q63	Business and Personal Finance
Q64	Microsoft Office Applications (Excel/Access)
Q71	Microsoft Office Applications (Word/PowerPoint)
Q77	Web Development
Q78	Adv Web Development
Q79	Honors Web Development
V0102	Financial Services & Accounting 1
V0172	Honors Financial Services & Accounting 2
V021	Management & Entrepreneurship 1
V0272	Honors Management & Entrepreneurship 2
X06	Business, Innovation, & Leadership 1A

Qualifying Courses for Computer Aide Position

Students how are enrolled in Computer or Science Technology Engineering and Mathematics (STEM)-focused courses (Computer Science, Java, Programming, etc). They will be required to operate and/or maintain data processing equipment, often the most sophisticated equipment on the market.

Course #	Course Name	Course #	Course Name
C568	AP Physics 1	M32	Technology in Flight
C578	AP Physics 2	M44	Honors Engineering Capstone
C598	AP Physics C	M49	Adv Civil Engineering and Architecture
D315	Linear Algebra	M8404	Engineering Design Concepts
D588	AP Calculus AB	M8414	Designing & Prototyping
D598	AP Calculus BC	M8444	Practical Programming
D608	AP AB Calculus AB and BC Combined	M8454	Mobile Apps
D63	Calculus 3	Q23	Honors Interactive Media Production/ Simulation and Gaming
M05	Mathematics/Science Modeling	Q77	Web Development
M09	Adv Technology Systems	Q78	Adv Web Development
M10	Communication Technology 1	Q79	Honors Web Development
M11	Communication Technology 2	R01	Parallel Computing
M13	Technological Design 1	R04	AP Computer Science Principles
M14	Technological Design 2	R06	Foundations of Computer Science
M16	Introduction to Robotics Engineering	R20	AP Computer Science A
M20	Engineering Drawing & Design/CAD 1	R22	Adv Computing
M21	Engineering Drawing & Design/CAD 2	R84	Honors Computer Science Programming Python
M25	Adv Principles of Engineering	R8404	Sensors & Microcontrollers
M26	Adv Intro to Engineering Design	R8414	Data Mining 1
M27	Adv Digital Electronics	R8424	Python 1
M28	Adv Computer Integrated Manufacturing	R8444	Cybersecurity Fundamentals
M30	Adv Aerospace Engineering	T59	IT Networking Academy (Cisco) (CAT N or CAT S Centers)

National Security Agency Approval:



Date: 8/31/26