Southeast Community College

DEGREE:
Office Professional- Medical Foucs

http://www.southeast.edu/programs/OFFT/default.aspx

	GRADE	ENGLISH	MATH	SCIENCE	SOCIAL STUDIES	GENERAL ELECTIVES	PATHWAY ELECTIVE COURSES	EXTENDED LEARNING SCHOOL/COMMUNITY ACTIVITIES
HIGH SCHOOL	9	English/Language Arts I	Algebra I	Biology	Geography	World Languages & Cultures Physical Education Health Education Information Technology App. I Information Technology App. II Web Design and Development Entrepreneurship Safety and First Aid/CPR Programming I Database Design and Development Intro to Nursing Clinical Nutrition	Introduction to Health Science Medical Terminology Independent Study: Health Information	*School Activities:* Athletics, SkillsUSA, FCCLA, HOSA, Medical Explorers, Science Club, Service Learning, Wellness Club *Community Activities:* Take First Aid Courses, Volunteer at Hospital/Nursing Home, Health Science camps, Volunteer with Red Cross, Certified CPR classes, EMT certification, Part-employment within career cluster
	10	English/Language Arts II	Geometry	Chemistry	World History			
	11	English/Language Arts III	Algebra II	Physics	American History			
	12	English/Language Arts IV	Intro to Statistics Descrete Math Pre-Calc	Anatomy and Physiology	American Government or Economcis			

		COMMUNICATIONS	MATH/SCIENCE	SOCIAL SCI/ HUMANITIES	COMPUTER TECHNOLOGY	CORE COURSES				FOCUS COURSES	
SOUTHEAST COMMUNITY COLLEGE	13 and 14	Public Speaking	Business Mathematics	Introduction to Psychology	Microsoft Applications II	Business Communications	Keyboarding III	Keyboarding IV	Introduction to Business	Principles of Accounting I	Structure and Function of the Human Body
		Composition I			Microsoft Applications II	Word Applications I	Word Applications II	Employment Techniques	Medical Terminology I & II	Medical Law, Ethics, and Bioethics	Medical Diseases
						Co-op Supervised Employment	Voice Recognition/Transcription	Records and Information Management	Insurance for the Medical Office	Medical Machine Transcription	Medical Office Procedures
						Administrative Procedures I	Administrative Procedures II	Office Simulation			

6/17/2010