



Program of Study
Career Field: Business, Marketing, and Management
Career Cluster: Business Management and Administration
Career Pathway: Administrative Services



Metropolitan Community College

DEGREE:
 Office Technology- Office Professional
http://www.mccneb.edu/catalog/programs/program_pages_grid.asp

	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	Physical Science	Geography	World Languages and Cultures Health Education	Information Technology App. I Information Technology App. II	<i>School Activities:</i> DECA, FBLA, Mock Trial, Yearbook, Speech team, Student Council, Stage Manager for school play <i>Community Activities:</i> Job shadow Join Boy or Girl Scouts Join Junior Achievement Organize a fundraiser Volunteer			
	10	English/Language Arts II	Geometry	Biology	World History	Entrepreneurship Accounting Business Law	<i>Plus 2 from the following:</i> Business Communication Information Technology App. III Desktop Publishing Web Design and Development Database Design and Development				
	11	English/Language Arts III	Algebra II	Chemistry	American History	Personal Finance Business, Marketing and Management International Business					
	12	English/Language Arts IV	Intro to Statistics Discrete Math Pre-Calc	Physics or other science course	American Government or Economics	Management and Leadership Marketing Economics					
METROPOLITAN COMMUNITY COLLEGE		COMMUNICATIONS	MATH	SCIENCE	SOCIAL SCI/ HUMANITIES	DEGREE REQUIREMENTS	MAJOR COURSES				
	13	Technical Writing	Business Math		1 approved course	Customer Service Skills	Keyboard Skillbuilding	Electronic Filing and Calculating	Keyboard Skillbuilding II	Operating Systems I	Microsoft Word I
		Oral & Written Reports				Project Management I	Spreadsheet I	Database Fundamentals I	Business Presentations	Document Processing	Microsoft Word II
	14				Human Relations Skills	Microsoft Web Editors	Integrated Microsoft Office	Business Practices	Microsoft Office Simulation	Technologies in the Workplace	
				Information Systems and Literacy	Technologies in the Workplace						