



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



**Northeast Community College**

DEGREE:  
 Administrative Assistant- Medical Coding  
<http://www.northeast.edu/Degrees-and-Programs/Medical-Coding>

	GRADE	ENGLISH	MATH	SCIENCE	SOCIAL STUDIES	GENERAL ELECTIVES	PATHWAY ELECTIVE COURSES	EXTENDED LEARNING SCHOOL/COMMUNITY ACTIVITIES			
<b>HIGH SCHOOL</b>	9	English/Language Arts I	Algebra I	Physical Science	Geography	World Languages and Cultures Physical Education Health Education Information Technology Applications I Entrepreneurship Information Technology Applications II Personal Finance International Business Economics Speech	<i>Three semesters from the following:</i>  Accounting (2 semesters) Business Law Management and Leadership Marketing (2 semesters)	<i>School Activities:</i> DECA, FBLA, Manage fundraising activities, School yearbook, Speech/debate team, Student Council  <i>Community Activities:</i> Job shadow professionals Join Boy and Girl Scouts Join Junior Achievement Organize fundraising event			
	10	English/Language Arts II	Geometry	Biology	World History						
	11	English/Language Arts III	Algebra II	Chemistry or other science course	American History						
	12	English/Language Arts IV	Intro to Statistics Discrete Math Pre-Calc	Physics	American Government or Economics						
<b>NORTHEAST COMMUNITY COLLEGE</b>		<b>COMMUNICATIONS</b>	<b>MATH</b>	<b>SCIENCE</b>	<b>SOCIAL SCI/HUMANITIES</b>	<b>DEGREE REQUIREMENTS</b>	<b>MAJOR COURSES</b>				
	13	Business Communications		Microsoft Word I			Introduction to Anatomy	Medical Terminology	Principles of Management	Adv Medical Terminology	Medical Office Practices
							ICD-9 Coding	CPT Coding	Structures & Functions of the Human Body	Disease Conditions	
	14										