## 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](http://www.northeast.edu/Degrees-and-Programs/Medical-Coding)

### Career Pathway: Administrative Services

#### HIGH SCHOOL

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<tr>
<th>GRADE</th>
<th>ENGLISH</th>
<th>MATH</th>
<th>SCIENCE</th>
<th>SOCIAL STUDIES</th>
<th>GENERAL ELECTIVES</th>
<th>PATHWAY ELECTIVE COURSES</th>
<th>EXTENDED LEARNING SCHOOL/COMMUNITY ACTIVITIES</th>
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| **9** | English/Language Arts I | Algebra I | Physical Science | Geography | World Languages and Cultures | Three semesters from the following: | School Activities:  
|       |         |      |         |                | Physical Education | Accounting (2 semesters) | DECA, FBLA, Manage fundraising activities, School yearbook,  
|       |         |      |         |                | Health Education | Business Law | Speech/debate team, Student Council  
| 10    | English/Language Arts II | Geometry | Biology | World History | Information Technology Applications I | Management and Leadership Marketing (2 semesters) | Community Activities:  
|       |         |      |         |                | Entrepreneurship | | Job shadow professionals  
|       |         |      |         |                | Information Technology Applications II | | Join Boy and Girl Scouts  
|       |         |      |         |                | Personal Finance | | Join Junior Achievement  
| 11    | English/Language Arts III | Algebra II | Chemistry or other science course | American History | International Business Economics | | Organize fundraising event  
| 12    | English/Language Arts IV | Intro to Statistics Descrete Math Pre-Calc | Physics | American Government or Economics | Speech | | |

### COMMUNICATIONS

<table>
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<tr>
<th>COMMUNICATIONS</th>
<th>MATH</th>
<th>SCIENCE</th>
<th>SOCIAL SCI/ HUMANITIES</th>
<th>DEGREE REQUIREMENTS</th>
<th>MAJOR COURSES</th>
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</table>
| 13            | Business Communications | Microsoft Word I | | Introduction to Anatomy | Medical Terminology  
|               |       |         |                        | Principles of Management | Adv Medical Terminology  
|               |       |         |                        | ICD-9 Coding | Medical Office Practices  
|               |       |         |                        | CPT Coding | Disease Conditions  
| 14            |       |         |                        | Structures & Functions of the Human Body | |

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6/14/2010