



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



**Northeast Community College**

DEGREE:  
 Adminstrative Assistant

<http://www.northeast.edu/Degrees-and-Programs/Administrative-Assistant-General>

	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 activites, 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 Economcis						
<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	Foundations of Mathematics	Microsoft Word I	Human Relations & Ethics	Select One Concentration:  Medical Legal Agricultural Services General	Accounting I	Intermediate Keyboarding	Records & Info Management	Admin Professional Procedures	Business English
					Personal Finance		Office Calculations	Microsoft Word II			
	14						Spreadsheet Applications	Cust. Service and Bus. Etiquette	Microsoft Access Database	Advanced Office Integration	Web Page Development
					Coop Internship		MS Certified App Specialist				