



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



**Mid-Plains Community College**

DEGREE:  
 Business Technology-Administrative Assistant  
[http://programs.mpcc.edu/Business\\_Technology.html](http://programs.mpcc.edu/Business_Technology.html)

	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 Entrepreneurship Accounting Business Law Personal Finance International Business Management and Leadership Marketing Economics Speech	Information Technology App. I Information Technology App. II  Plus 2 from the following: Business Communication Information Technology App. III Desktop Publishing Web Design and Development Database Design and Development	<i>School Activities:</i> DECA, FBLA, Manage fundraising activities, Mock Trial, School yearbook, Speech team/Debate team, Student Council  <i>Community Activities:</i> Job shadow professionals, Join Boy or Girl Scouts, Join Junior Achievement, Participate in Chamber of Commerce, Part-time job within career cluster			
	10	English/Language Arts II	Geometry	Biology	World History						
	11	English/Language Arts III	Algebra II	Chemistry	American History						
	12	English/Language Arts IV	Intro to Statistics Discrete Math Pre-Calc	Physics or other science course	American Government or Economics						
<b>MID-PLAINS 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 English	Introductory Accounting I		Human Relations		Input Keyboard Technology II	Records Management	Integrated Information Processing	Personal & Professional Development	Transcription/Voice Activation
		Business Communications					Business Math & Calculators				
	14	Fund of Speech Communication					Adm Proc & Management	Desktop Publishing	MS Office Integration	Design Technologies	3 CSCE, OFFT, BSAD or INFO Electives