### Program of Study

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

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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  
Physical Education  
Health Education  
Entrepreneurship | Information Technology App. I  
Information Technology App. II | School Activities:  
DECA, FBLA, Manage fundraising activities, Mock Trial, School yearbook,  
Speech team/Debate team, Student Council |
| 10    | English/Language Arts II | Geometry | Biology | World History | Accounting  
Business Law  
Personal Finance | Accounting  
Business Law  
Personal Finance  
International Business | Community Activities:  
Job shadow professionals, Join Boy or Girl Scouts, Join Junior Achievement,  
Participate in Chamber of Commerce,  
Part-time job within career cluster |
| 11    | English/Language Arts III | Algebra II | Chemistry | American History | Management and Leadership  
Marketing  
Economics  
Speech | Management and Leadership  
Marketing  
Economics  
Speech | |
| 12    | English/Language Arts IV | Intro to Statistics  
Descrete Math Pre-Calc | Physics or other science course | American Government or Economics | Economics  
Speech | Economics  
Speech | |

### Mid-Plains Community College

DEGREE:  
Business Technology-Administrative Assistant  
http://programs.mpcc.edu/Business_Technology.html

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<th>COMMUNICATIONS</th>
<th>MATH</th>
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<th>DEGREE REQUIREMENTS</th>
<th>MAJOR COURSES</th>
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<tr>
<td>13 Business English</td>
<td>Introductory Accounting I</td>
<td>Human Relations</td>
<td>Input Keyboard Technology II</td>
<td>Transcription/Voice Activation</td>
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<td>Business Communications</td>
<td></td>
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<td>Records Management</td>
<td>3 CSCE, OFFT, BSAD or INFO Electives</td>
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<tr>
<td>14 Fund of Speech Communication</td>
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<td>Integrated Information Processing</td>
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<td>Personal &amp; Professional Development</td>
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<td>Design Technologies</td>
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