



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



**Southeast Community College**

DEGREE:  
 Office Professional- Medical Transcription Diploma  
<http://www.southeast.edu/programs/OFFT/default.aspx>

	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 & Cultures Physical Education Health Education	Information Technology App. I Information Technology App. II  <i>Plus 2 from the following:</i> Business Communication Information Technology App. III Desktop Publishing Web Design and Development Database Design and Development	<i>School Activities:</i> DECA, FBLA, Mock Trial, School yearbook committee, Speech team/Debate team, Student Council  <i>Community Activities:</i> Job shadow professionals, Join Boy & Girl Scouts, Join Junior Achievement, Participate in youth leadership programs, Volunteer in the community, Part-time employment within career cluster			
	10	English/Language Arts II	Geometry	Biology	World History	Entrepreneurship Accounting Business Law					
	11	English/Language Arts III	Algebra II	Chemistry	American History	Personal Finance Intro to Business, Marketing, & Management					
	12	English/Language Arts IV	Intro to Statistics Discrete Math Pre-Calc	Physics or other science course	American Government or Economics	International Business Management & Leadership Marketing					
<b>SOUTHEAST COMMUNITY COLLEGE</b>		<b>COMMUNICATIONS</b>	<b>MATH/SCIENCE</b>	<b>SOCIAL SCI/HUMANITIES</b>	<b>COMPUTER TECHNOLOGY</b>	<b>CORE COURSES</b>		<b>FOCUS COURSES</b>			
	13 and 14	Composition I		Interpersonal Relations	Microsoft Applications I	Business Communications	Keyboarding III	Keyboarding IV	Structure and Function of the Human Body or	Anatomy and Physiology	Medical Terminology I
						Word Applications I	Word Applications II	Employment Techniques	Medical Terminology II	Medical Law, Ethics, and Bioethics	Medical Diseases
						Co-op Supervised Employment	Voice Recognition/Transcription	Microsoft Applications II	Insurance for the Medical Office	Basic Pharmacology	Medical Machine Transcription
									Medical Office Procedures		