### 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

<table>
<thead>
<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>
</tr>
</thead>
</table>
| 9     | English/Language Arts I | Algebra I       | Physical Science | Geography       | World Languages & Cultures  
Physical Education  
Health Education  
Entrepreneurship  
Accounting  
Business Law  
Personal Finance  
Intro to Business, Marketing, & Management  
International Business  
Management  
Management & Leadership  
Marketing | 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 | School Activities:  
DECA, FBLA, Mock Trial, School yearbook committee, Speech team/Debate team, Student Council  
Community Activities:  
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   | Geography       | World Languages & Cultures  
Physical Education  
Health Education  
Entrepreneurship  
Accounting  
Business Law  
Personal Finance  
Intro to Business, Marketing, & Management  
International Business  
Management  
Management & Leadership  
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| 11    | English/Language Arts III | Algebra II      | Chemistry         | American History | World Languages & Cultures  
Physical Education  
Health Education  
Entrepreneurship  
Accounting  
Business Law  
Personal Finance  
Intro to Business, Marketing, & Management  
International Business  
Management  
Management & Leadership  
Marketing | 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  
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| 12    | English/Language Arts IV | Intro to Statistics  
Descrete Math  
Pre-Calc | Physics or other science course | American History  
Government or Economics | World Languages & Cultures  
Physical Education  
Health Education  
Entrepreneurship  
Accounting  
Business Law  
Personal Finance  
Intro to Business, Marketing, & Management  
International Business  
Management  
Management & Leadership  
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#### SOUTHEAST COMMUNITY COLLEGE

<table>
<thead>
<tr>
<th>COMMUNICATIONS</th>
<th>MATH/SCIENCE</th>
<th>SOCIAL SCI/HUMANITIES</th>
<th>COMPUTER TECHNOLOGY</th>
<th>CORE COURSES</th>
<th>FOCUS COURSES</th>
</tr>
</thead>
</table>
| 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 | Medical Law, Ethics, and Bioethics  
Medical Diseases |
|                |              |                       |                     | Co-op Supervised Employment  
Voice Recognition/Transcription | Medical Office Procedures |
|                |              |                       |                     | Microsoft Applications II | Basic Pharmacology  
Medical Machine Transcription |

6/17/2010