



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- Administrative Focus
<http://www.southeast.edu/programs/OFFT/default.aspx>

	GRADE	ENGLISH	MATH	SCIENCE	SOCIAL STUDIES	GENERAL ELECTIVES	PATHWAY ELECTIVE COURSES	EXTENDED LEARNING SCHOOL/COMMUNITY ACTIVITIES			
HIGH SCHOOL	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					
SOUTHEAST COMMUNITY COLLEGE		COMMUNICATIONS	MATH/SCIENCE	SOCIAL SCI/HUMANITIES	COMPUTER TECHNOLOGY	CORE COURSES		FOCUS COURSES			
	13 and 14	Public Speaking	Business Mathematics	Interpersonal Relations	Microsoft Applications I	Keyboarding III	Keyboarding IV	Word Applications I	Introduction to Business	Principles of Accounting I	Web Page Support
		Composition I				Word Applications II	Employment Techniques	Co-op Supervised Employment	Desktop Publishing Applications	Project Management Applications	Financial Computer Applications
		Business Communications				Voice Recognition/Transcription	Records and Information Management	Administrative Procedures I	Microsoft Office Integration		
						Administrative Procedures II	Office Simulation	Microsoft Applications II			