## 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](http://www.southeast.edu/programs/OFFT/default.aspx)

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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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</table>
| 9     | English/Language Arts I | Algebra I | Physical Science | Geography | World Languages & Cultures  
Physical Education  
Health Education  
Entrepreneurship  
Accounting  
Business Law | Information Technology App. I  
Information Technology App. II | School Activities:  
DECA, FBLA, Mock Trial, School yearbook committee, Speech team/Debate team, Student Council |
| 10    | English/Language Arts II | Geometry | Biology | World History | Personal Finance  
Intro to Business, Marketing, & Management  
International Business  
Management & Leadership  
Marketing | Plus 2 from the following:  
Business Communication  
Information Technology App. III  
Desktop Publishing  
Web Design and Development  
Database Design and Development | 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 |
| 11    | English/Language Arts III | Algebra II | Chemistry | American History | | |
| 12    | English/Language Arts IV | Intro to Statistics  
Descrete Math  
Pre-Calc | Physics or other science course | American Government or Economics | | |

### Communications

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<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>
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</table>
| Public Speaking | Business Mathematics | Interpersonal Relations | Microsoft Applications I | Keyboarding III  
Word Applications II  
Voice Recognition/Transcription | Introduction to Business  
Principles of Accounting I  
Web Page Support | |
| Composition I | | | | Employment Techniques  
Records and Information Management  
Administrative Procedures I  
Microsoft Office Integration | | |
| Business Communications | | | | Co-op Supervised Employment  
Desktop Publishing Applications | | |
| Business Communications | | | | Office Simulation  
Microsoft Applications II | | |

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6/17/2010