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- General Office 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
HIGH SCHOOL	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 & 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			
	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 Economcis			

		COMMUNICATIONS	MATH/SCIENCE	SOCIAL SCI/ HUMANITIES	COMPUTER TECHNOLOGY	CORE COURSES				FOCUS COURSES		
SOUTHEAST COMMUNITY COLLEGE	13 and 14	Composition I		Interpersonal Relations	Microsoft Applications I	Business Communications	Keyboarding III	Keyboarding IV	Business Math	Web Page Support	Records and Information Management
						Word Applications I	Word Applications II	Employment Techniques	Administrative Procedures I	Administrative Procedures II	Advisor Approved Electives
						Co-op Supervised Employment	Voice Recognition/Transcription	Microsoft Applications II			

6/17/2010