



**Program of Study**  
**Career Field: Human Services and Resources**  
**Career Cluster: Law, Public Safety, and Security**  
**Career Pathway: Legal Services**



**Southeast Community College**

DEGREE:  
 Office Professional- Legal 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			
<b>HIGH SCHOOL</b>	9	English/Language Arts I	Algebra I	Physical Science	Geography	World Languages & Cultures Physical Education Health Education	Intro to Human Services & Resources Law, Public Safety, & Security Business Law	<i>School Activities:</i> Boys & Girls State, Debate Team, SkillsUSA, Drivers Education, FCCLA, Jr. ROTC, Mock Trial, Student Council, Athletics  <i>Community Activities:</i> 4-H, Certification in CPR & First Aid, Become a police cadet, Do community service in occupations in this cluster, Job shadow people employed in this cluster			
	10	English/Language Arts II	Geometry	Biology	World History	Information Technology Applications I Entrepreneurship Cultural/Ethnic Studies					
	11	English/Language Arts III	Algebra II	Chemistry	American History	Human Development Sociology Civics					
	12	English/Language Arts IV	Intro to Statistics Discrete Math Pre-Calc	Physics	American Government or Economics	Modern Problems Life and Career Essentials					
<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	Public Speaking	Business Mathematics	Interpersonal Relations	Microsoft Applications	Business Communications	Keyboarding III	Keyboarding IV	Introduction to Business	Principles of Accounting I	Business Law I
		Composition			Microsoft Applications II	Word Applications I	Word Applications II	Employment Techniques	Business Law II	Business Ethics	Legal Procedures I
						Co-op Supervised Employment	Voice Recognition/Transcription	Records and Information Management	Legal Procedures II	Financial Computer Applications	
						Administrative Procedures I	Administrative Procedures II	Office Simulation			