<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>
<tbody>
<tr>
<td>9</td>
<td>English/Language Arts I</td>
<td>Algebra I</td>
<td>Physical Science</td>
<td>Geography</td>
<td>World Languages &amp; Cultures</td>
<td>Intro to Human Services &amp; Resources Law, Public Safety, &amp; Security Business Law</td>
<td>School Activities: Boys &amp; Girls State, Debate Team, SkillsUSA, Drivers Education, FCE, Jr. ROTC, Mock Trial, Student Council, Athletics</td>
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<td>Physical Education</td>
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<td>Community Activities: 4-H, Certification in CPR &amp; First Aid, Become a police cadet, Do community service in occupations in this cluster, Job shadow people employed in this cluster</td>
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<tr>
<td>10</td>
<td>English/Language Arts II</td>
<td>Geometry</td>
<td>Biology</td>
<td>World History</td>
<td>Health Education</td>
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<tr>
<td>11</td>
<td>English/Language Arts III</td>
<td>Algebra II</td>
<td>Chemistry</td>
<td>American History</td>
<td>Information Technology Applications I Entrepreneurship</td>
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<td>12</td>
<td>English/Language Arts IV</td>
<td>Intro to Statistics</td>
<td>Physics</td>
<td>American Government or Economics</td>
<td>Civic Modern Problems Life and Career Essentials</td>
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</tr>
</tbody>
</table>

**COMMUNICATIONS**

- Public Speaking
- Business Mathematics
- Interpersonal Relations
- Microsoft Applications
- Business Communications
- Keyboarding III
- Keyboarding IV
- Introduction to Business
- Principles of Accounting I
- Business Law I

**CORE COURSES**

- Word Applications I
- Word Applications II
- Employment Techniques
- Business Law II
- Business Ethics
- Legal Procedures I

**FOCUS COURSES**

- 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

**SOUTHEAST COMMUNITY COLLEGE**

**HIGH SCHOOL**

**SCHOOL ACTIVITIES**

- Boys & Girls State, Debate Team, SkillsUSA, Drivers Education, FCE, Jr. ROTC, Mock Trial, Student Council, Athletics

**COMMUNITY ACTIVITIES**

- 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

**SOUTHEAST COMMUNITY COLLEGE**

**DEGREE:**

- Office Professional- Legal Focus

**http://www.southeast.edu/programs/OffT/default.aspx**