



Program of Study
Career Field: Business, Marketing, and Management
Career Cluster: Business Management and Administration
Career Pathway: Administrative Services



Metropolitan Community College

DEGREE:
 Office Technology- Administrative Assistant

	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 and Cultures Health Education	Information Technology App. I Information Technology App. II	<i>School Activities:</i> DECA, FBLA, Mock Trial, Yearbook, Speech team, Student Council, Stage Manager for school play <i>Community Activities:</i> Job shadow Join Boy or Girl Scouts Join Junior Achievement Organize a fundraiser Volunteer			
	10	English/Language Arts II	Geometry	Biology	World History	Entrepreneurship Accounting Business Law	<i>Plus 2 from the following:</i> Business Communication Information Technology App. III Desktop Publishing Web Design and Development Database Design and Development				
	11	English/Language Arts III	Algebra II	Chemistry	American History	Personal Finance Business, Marketing and Management International Business					
	12	English/Language Arts IV	Intro to Statistics Discrete Math Pre-Calc	Physics or other science course	American Government or Economics	Management and Leadership Marketing Economics					
METROPOLITAN COMMUNITY COLLEGE		COMMUNICATIONS	MATH	SCIENCE	SOCIAL SCI/ HUMANITIES	DEGREE REQUIREMENTS	MAJOR COURSES				
	13	Technical Writing	Business Math		1 approved course	Critical Reasoning	Keyboard Skillbuilding	Electronic Filing and Calculating	Keyboard Skillbuilding II	Operating Systems I	Microsoft Word I
							Spreadsheet I	Database Fundamentals I	Business Presentations	Document Processing	Introduction to Business
	14	Oral & Written Reports					Microsoft Word II	Integrated Microsoft Office	Business Practices	Microsoft Office Simulation	Principles of Supervision
						Pharmacology I	Human Relations Skills	Information Systems and Literacy			