

HIGH SCHOOL-TO-COLLEGE PATHWAY

PATHWAY: MEDICAL OFFICE ADMINISTRATION					ASSOCIATE OF APPLIED SCIENCE DEGREE			
HIGH SCHOOL PLAN								
SECONDARY	GRADE	English	Math	Science	Social Studies	Required Courses or Recommended CTE Electives	Career and Technical Courses	
	9	English I	Math I	Earth Science	World History	*Health/PE		Health Team Relations
						*Career Mgmt./Personal Finance/PLTW		Microsoft Word/PPT WITH MOS Certification in Word & PPT
	10	English II	Math II	Biology	Civics & Economics	Project Management I		Health Science I
						Microsoft Excel with Certification in Word, PPT, & Excel		
	11	English III	Math III	Physics	US History I	OST 184 Records Management		OST 134 Text Entry & Formatting
OST 131 Keyboarding						OST 164 Text Editing Applications		
12	English IV	4 th Math Course	Elective	US History II	Internship/Apprenticeship			
					OST 184 Records Management			
COMMUNITY COLLEGE PLAN								
Year 13								
POSTSECONDARY	Fall Semester	ACA 111 College Student Success	ENG 111 Writing & Inquiry OR ENG 110 Freshman Comp.	MAT 110 Math Measurement	MED 121 Medical Terminology I	OST 131 Keyboarding	OST 164 Text Editing Applications	
	Spring Semester	ENG 114 Prof. Research & Reporting OR ENG 115 Oral Communication	MED 122 Medical Terminology II	OST 134 Text Entry & Formatting	OST 137 Office Software Appl.	Humanities/Fine Arts Elective	Social Science Elective	
	Year 14							
	Fall Semester	OST 136 Word Processing	OST 149 Medical Legal Issues	OST 181 Intro to Office Systems	OST 184 Records Management	OST 148 Med. Coding, Bill & Ins.	OST 286 Professional Develop.	
Spring Semester	OST 247 Procedure Coding	BUS 260 Business Communication	OST 243 Med. Office Simulation	OST 289 Admin. Office Mgmt.	OST 248 Diagnostic Coding	WBL 111 Work-Based Learning		

REQUIRED CREDIT HOURS FOR DEGREE: 67

HOURS REMAINING TO COMPLETE DEGREE: 47

RED ARTICULATED CREDIT: 9 HOURS

Yellow Recommended CTE: 11 HOURS

OCCUPATIONS: Medical Secretary, Patient Coordinator, Physician Office Specialist, Unit Secretary, Billing Coordinator.

AVERAGE SALARY: \$31,890

Upon completion of the pathway, the students will be awarded a **Medical Office Administration Certificate** from SCC