

## High School to College Pathway

PATHWAY: <b>MEDICAL OFFICE ADMINISTRATION 2020-2021</b>					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 Project Management I	Microsoft Word/PowerPoint and Excel
	10	English II	Math II	Biology	Civics & Economics	OST 131 Keyboarding (FA)	OST 134 Text Entry & Formatting (SP)
	11	English III	Math III	Physics	US History I	OST 164 Office Editing (FA)	
	12	English IV	4 <sup>th</sup> Math Course	Elective	US History II	OST 184 Records Management (FA) MED-121 Medical Terminology I (FA)	MED-122 Medical Terminology II (SP)
COMMUNITY COLLEGE PLAN							
Year 13							
FALL SEMESTER	ACA 111 College Student Success	ENG 111 Writing & Inquiry OR ENG 110 Freshman Comp		MAT 110 Math Measurement	OST 131 Keyboarding	OST 164 Office Editing	MED-121 Medical Terminology I
SPRING SEMESTER	Humanities/Fine Arts Elective	MED-122 Medical Terminology II	ENG 114 Prof. Research & Reporting OR ENG 115 Oral Communication		OST 134 Text Entry & Formatting	OST 137 Office Applications I	Social Science Elective
Year 14							
FALL SEMESTER	OST 184 Records Management		OST-148 Med Ins & Billing	OST 136 Word Processing	OST 181 Intro to Office Systems	OST 286 Professional Develop	OST-149 Medical Legal Issues
SPRING SEMESTER	OST-243 Med Office Simulation	BUS 260 Business Communications	OST 289 Admin. Office Mgmt.	OST-247 Procedure Coding	WBL Work-Based Learning	OST-248 Diagnostic Coding	

**REQUIRED CREDIT HOURS FOR DEGREE: 67**

**HOURS REMAINING TO COMPLETE DEGREE: 47**

**Red Articulated Credit: 3 HOURS**

**Yellow Recommended CCP: 17 HOURS**

**CAREER OPPORTUNITIES:** Medical Administrative Assistant, Patient Service Rep., Admissions Coordinator, Insurance Specialist, Billing Specialist, Medical Records Clerk, Medical Office Receptionist  
**AVERAGE SALARY:** \$29,040

Upon Completion of the pathway, the student will be awarded a Medical Office Administration Certificate from SCC.