

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	
						Microsoft Word/PP WITH MOS Certification in Word & PP		
	10	English II	Math II	Biology	Civics & Economics	Project Management	Health Science I	
11	English III	Math III	Physics	US History I				
12	English IV	4 th Math Course	Elective	US History II	OST 131 Keyboarding	OST 164 Text Editing Applications		
COMMUNITY COLLEGE PLAN								
Year 13								
POSTSECONDARY	Fall Semester	ACA 111 College Student Success	ENG 111 Writing & Inquiry	MAT 110 Math Measurement	MED 121 Medical Terminology I	OST 131 Keyboarding	OST 164 Text Editing Applications	
	Spring Semester	ENG 114 Prof. Research & Reporting	MED 122 Medical Terminology II	OST 134 Text Entry & Formatting	OST 137 Office Software Appl.	OST 148 Med. Coding, Bill & Ins.	OST 149 Medical Legal Issues	
	Year 14							
	Fall Semester	MED 134 Medical Transcription	OST 136 Word Processing	OST 181 Intro to Office Systems	OST 184 Records Management	OST 243 Med. Office Simulation	OST 286 Professional Develop.	
Spring Semester	BUS 121 Business Math	BUS 260 Business Communication	Humanities/Fine Arts Elective	OST 289 Admin. Office Mgmt.	Social Science Elective	WBL 111 Work-Based Learning		

REQUIRED CREDIT HOURS FOR DEGREE: 67

HOURS REMAINING TO COMPLETE DEGREE: 53

RED ARTICULATED CREDIT: 9 HOURS

Yellow Recommended CTE: 5 HOURS

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

AVERAGE SALARY: \$31,890 in 2014