

PATHWAY: MEDICAL OFFICE ADMINISTRATION 2020-2021							ASSOCIATE OF APPLIED SCIENCE DEGREE	
HIGH SCHOOL PLAN								
SECONDARY	9	English I	Math I	Earth Science	World History	Health/PE Microsoft Word/PP AND Microsoft Excel	Health Team Relations	
	10	English II	Math II	Biology	Civics & Economics	Project Management	Health Science I	
	11	English III	Math III	Physics	US History I	OST 184 Records Management	OST 134 Text Entry & Formatting	
	12	English IV	4th Math Course	Elective	US History II	OST 131 Keyboarding	OST 164 Office Editing	
COMMUNITY COLLEGE PLAN								
POSTSECONDARY	Year 13							
	Fall Semester	ACA 111 College Student Success	ENG 110 Freshman Composition OR ENG 111 Writing & Inquiry	MAT 110 Math Measurement		MED 121 Medical Terminology I	OST 131 Keyboarding	OST 164 Office Editing
	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 Office Procedures		OST 184 Records Management	OST 148 Medical Insurance & Billing	OST 286 Professional Development
	Spring Semester	OST 247 Procedure Coding	BUS 260 Business Communication	OST 243 Med Office Simulation	OST 289 Office Admin Capstone	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, Physicians Office Specialist, Unit Secretary, Billing Coordinator.
AVERAGE SALARY: \$31,890

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