



High School to College Pathway (Freshman)

Pathway: Medical Office Administration 2020-2021							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	Microsoft Word/PowerPoint w/ Certifications	
						*Career Management/PLTW	Microsoft Excel w/ Certification	
	10	English II	Math II	Biology	Founding Principles of the USA & NC: Civic Literacy	Project Management I	Health Science I	
	11	English III	Math III	Physical Science	Economics & Personal Finance	OST 164 Office Editing (FA)	OST 131 Keyboarding (FA)	
	12	English IV	4th Math Course		American History	OST 184 Records Management (FA)	OST 134 Text Entry & Formatting (SP)	
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	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							
Postsecondary	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: 9 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.



High School to College Pathway (Sophomore, Junior, Senior)

Pathway: Medical Office Administration 2020-2021							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		Microsoft Word/PowerPoint w/ Certifications
						*Career Management/PLTW		Microsoft Excel w/ Certification
	10	English II	Math II	Biology	Civics & Economics	Project Management I		Health Science I
	11	English III	Math III	Physical Science	American History I	OST 164 Office Editing (FA)		OST 131 Keyboarding (FA)
	12	English IV	4 th Math Course		American History II	OST 184 Records Management (FA)		OST 134 Text Entry & Formatting (SP)
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	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							
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