



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 Realtions	
						*Career Mgmt.		Biomedical Technology	
	10	English II	Math II	Biology	Civics & Economics				
	11	English III	Math III	Physical Science	American History I	Microsoft Word/PP/Publisher WITH MOS Certification in Word & PP		Health Science I	
12	English IV	4 th Math Course		American History II	OST 131 Keyboarding		OST 164 Text Editing Applications		
COMMUNITY COLLEGE PLAN									
POSTSECONDARY	Year 13								
	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