

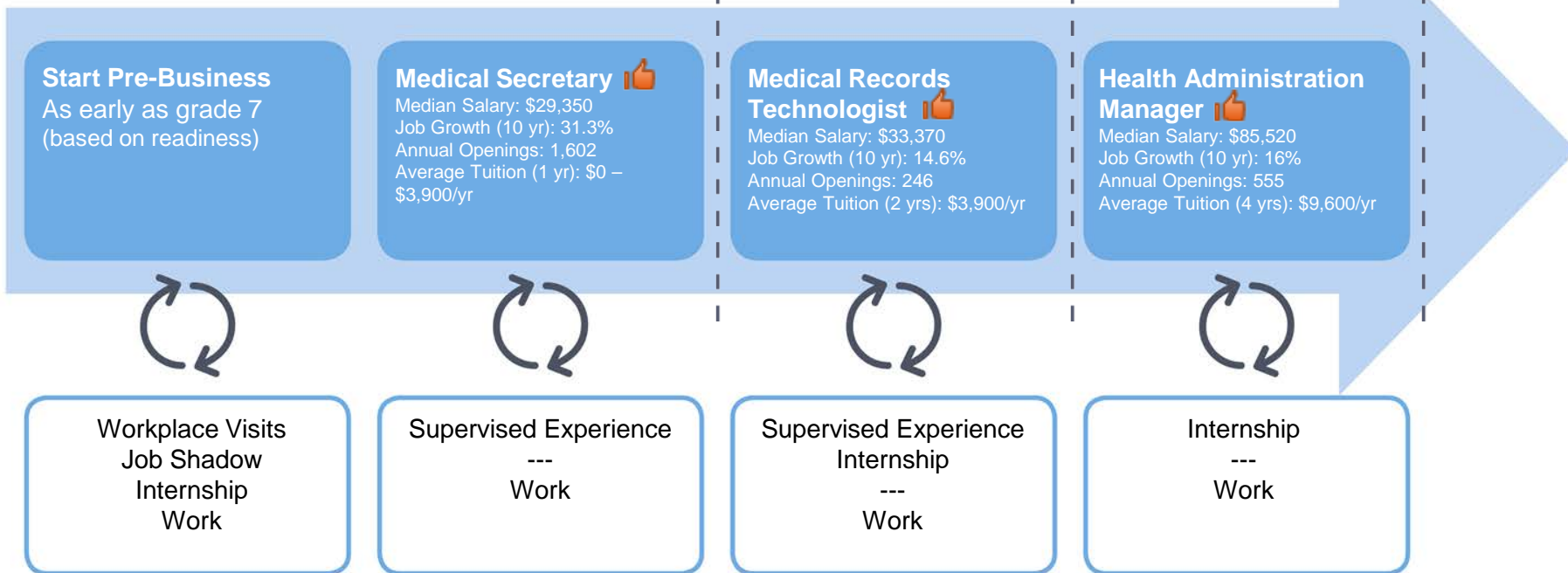


Business and Administrative Services Career Pathway

Certificate,
Medical Office

Associate Degree,
Health Information Technology

Bachelor's Degree,
Health Care Administration



Provided by middle schools, high schools, employers, Ohio Tech Centers, and colleges.

Preparing students for multiple options after high school:
gainful employment and/or postsecondary study.

Ohio In-demand Occupations

Data reflects 2014 Ohio labor statistics and public institutions of higher education for 2013-2014. For specific tuition costs, visit ohiohighered.org.



Business and Administrative Services Career Pathway

Secondary Pathway: **Business and Administrative Services**

Postsecondary Program: **Medical Management**

An Example of Courses with Secondary and Postsecondary Credits

Secondary	7 8	English I	Algebra I	Physical Science	Social Studies	Fine Arts	Business Foundations	Fundamentals of Business & Admin.	
	9 10	English II	Geometry	Biology	World History	Health (.5) PE (.5)	Management Principles	Medical Terminology	World Languages
	11	English III	Algebra II	Chemistry	U.S. History	Office Management	Business Informatics	World Languages	
	12	English IV	Trigonometry/ Calculus	Physics	U.S. Government	Medical Office Management	Business Capstone		
Postsecondary	Year 1 1st Semester	English	College Seminar	Office Procedures I	Word I	Excel I	PowerPoint I	Keyboarding & Document Formatting	
	Year 1 2nd Semester	Business Language	Introduction to Health Care	Office Procedures II	Word II	Advanced Document Formatting	PowerPoint II	Medical Terminology	Access I
	Year 2 1st Semester	Business Math	Bookkeeping I	Advanced Medical Terminology	Excel II	Health Data Management	Office Integration		
	Year 2 2nd Semester	Business Capstone	Medical Reimbursement	Computer Transcription	Business Practicum	Natural Sciences Elective	Technical Elective		

High School Career-Technical Education Program Courses

High School Courses for Postsecondary Credit (Including Apprenticeship Hours) and the Corresponding Postsecondary Courses

Required Courses

Recommended Electives

Visit education.ohio.gov/CareerConnections for reference information.

Course titles and sequences will vary between schools.

12/2014