

# Industry Sector: Health Science and Medical Technology

Pathway: Medical Office Specialist - AS



## California Program of Study

Level	Grade	English Language Arts	Math	Social Studies	Science	Career Technical Education Course	Other Required Courses or Recommended Electives		Sample Occupations relating to this pathway (Including SOC Code)																																				
SECONDARY	9	English	Math	Social Science	Science		Physical Education		Occupations requiring a high school diploma <ul style="list-style-type: none"> <li>Information Clerk</li> <li>Dispatcher</li> </ul>																																				
	10	English	Math	World History	Science		Physical Education	Visual/Performing Arts or Foreign Language	Occupations requiring some post-secondary <ul style="list-style-type: none"> <li>Unit Support Representative</li> <li>Medical Receptionist</li> <li>Patient Relations Representative (PRR)</li> <li>Patient Coordinator</li> </ul>																																				
	11	English		US History																																									
	12	English (Recommended)		Civics and American Government																																									
(High School courses listed in the light green and yellow areas are the Minimum State High School Graduation requirements)									Occupations requiring a 2 year Degree <ul style="list-style-type: none"> <li>Administrative Assistant</li> <li>Business Education</li> <li>Office Administration</li> <li>Medical Secretary</li> <li>Front Office Manager</li> <li>Health Unit Coordinator</li> <li>Medical Office Specialist</li> </ul>																																				
	13	<b>As Degree Suggested Course Sequence Years 1 &amp; 2</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th>Fall Year 1</th> <th>Spring Year 1</th> <th>Summer</th> <th>Fall Year 2</th> <th>Spring Year 2</th> </tr> </thead> <tbody> <tr> <td></td> <td>OFTEC 130 Business English (3)</td> <td>OFTEC 132 Business Communication (3)</td> <td>GE (3)</td> <td>OFTEC 149 Electronic Health Records (2)</td> <td>OFTEC 151 Medical Office Management (3) <b>Only Offered every two years</b></td> </tr> <tr> <td></td> <td>CCTIS 138 Excel Spreadsheets (2)</td> <td>OFTEC 141 Intermediate Word Processing (3)</td> <td>GE (3)</td> <td>OFTEC 150 Medical Law and Ethics (2)</td> <td>OFTEC 152A Medical Billing and Coding (3)</td> </tr> <tr> <td></td> <td>OFTEC 50 Medical Terminology (3)</td> <td>GE (3)</td> <td></td> <td>GE (3)</td> <td>GE (3)</td> </tr> <tr> <td></td> <td>OFTEC 125 Records Management and Filing Applications (3)</td> <td>GE (3)</td> <td></td> <td>Physical Education Activity Course (1)</td> <td>GE (3)</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Physical Education Activity Course (1)</td> </tr> </tbody> </table>									Fall Year 1	Spring Year 1	Summer	Fall Year 2	Spring Year 2		OFTEC 130 Business English (3)	OFTEC 132 Business Communication (3)	GE (3)	OFTEC 149 Electronic Health Records (2)	OFTEC 151 Medical Office Management (3) <b>Only Offered every two years</b>		CCTIS 138 Excel Spreadsheets (2)	OFTEC 141 Intermediate Word Processing (3)	GE (3)	OFTEC 150 Medical Law and Ethics (2)	OFTEC 152A Medical Billing and Coding (3)		OFTEC 50 Medical Terminology (3)	GE (3)		GE (3)	GE (3)		OFTEC 125 Records Management and Filing Applications (3)	GE (3)		Physical Education Activity Course (1)	GE (3)						Physical Education Activity Course (1)
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	14									Occupations requiring a BA/BS Degree <ul style="list-style-type: none"> <li>None</li> </ul>																																			
GE requirements – One each from the following areas: (A.1 or A.3, A.2, B.1 or B.2, Math 104, C.1 or C.2, one course from DO-D9, one course E, plus 1 Physical Education activity courses and one additional unit of activity.)									Industry recognized certifications, licenses, credentials or apprenticeships related to this pathway. <ul style="list-style-type: none"> <li>None</li> </ul>																																				

Reiman/Ellis 2016-2017