

# Industry Sector: Health Science and Medical Technology

## Pathway: Medical Office Specialist - Certificate

### 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> 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>
	10	English	Math	World History	Science		Physical Education	Visual/Performing Arts or Foreign Language	
	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> Occupations requiring a BA/BS Degree <ul style="list-style-type: none"> <li></li> </ul> Industry recognized certifications, licenses, credentials or apprenticeships related to this pathway. <ul style="list-style-type: none"> <li></li> </ul>
13		<b>Fall Year 1</b>	<b>Spring Year 1</b>	Summer	<b>Fall Year 2</b>	<b>Spring Year 2</b>			
14		OFTEC 130 Business English (3)	OFTEC 50 Medical Terminology (3)		OFTEC 149 Electronic Health Records (2)	OFTEC 151 Medical Office Management (3) <i>Only offered every two years</i>			
		CCTIS 138 Excel Spreadsheets (2)	OFTEC 132 Business Communications (3)		OFTEC 150 Medical Law and Ethics (2)	OFTEC 152A Medical Billing and Coding (3)			
		OFTEC 125 Records Management and Filing Applications (3)	OFTEC 210 Typing Speed and Accuracy Building (1)						
		OFTEC 140 Beginning Word Processing (3)							

Reiman/Ellis 2016-2017