

**COLLEGE:** Sinclair Community College-MVTP Consortium  
**HIGH SCHOOL(S):** Centerville, Butler Tech, Ponitz CTC, Greene CCC.,  
 Greenville, MVCTC, Stebbins, Warren CCC.  
 Kettering Fairmont

**CLUSTER:** Business, Management & Adm.

**PATHWAY:** Business Information Systems -

**PROGRAM:** Medical Office Option- Associate of Applied Science

2009-2010

91-93 SCC Credit Hours



ADULT LEARNER ENTRY POINTS

GRADE	ENGLISH	MATH	SCIENCE	SOCIAL STUDIES	REQUIRED COURSES			
					RECOMMENDED ELECTIVE COURSES		OTHER ELECTIVE COURSES	
CAREER AND TECHNICAL EDUCATION COURSES								
9	English I (1)	Integrated Algebra & Geometry or Algebra I (1)	Physical Science (1)	Social Studies (1)	Health (.5) P E (.5)	Career Exploration integrated with English 9	Elective (1)	
10	English II (1)	Geometry (1)	Biology (1)	American History (1)	P E (.5) Elective(.5)	Business Management Foundations (.5)	Elective (1)	
11	English III (1)	Algebra II (1)	Chemistry (1)	Am.Govt. (.5) Social Studies Elective (.5)	College Tech Prep Business Technology (1)	College Tech Prep Business Technology (1)	Elective (1)	
In 11th grade, assess for college readiness by administering the "ACCUPLACER TEST" ( Reading, Math and Writing )								
12	English IV (1)	Pre College Math (1)	Additional Science (1)	Accounting (1)	College Tech Prep Business Technology (1)	College Tech Prep Business Technology (1)	Elective (1)	
Mandatory College Placement Assessment (Reading, Math and Writing) and Acad. Advising + State O.G.T.Requirement M								
POSTSECONDARY	1st Quarter	•English Composition I ENG111 (3)	•Interpersonal Communication COM206 (3)	Basic Medical Terminology HIM 121 (3)	Student Success Experience SCC101 (2)	Personal Computer Keyboarding BIS101 (2) or→	■Intro. Word, Excel, Power Point BIS 160 (3)	
	2nd Quarter	•English Composition II ENG112 (3)	Business Mathematics MAT105 (4)	Specialized Medical Term HIM 122 (3)		Microsoft Excel BISM45 (2) or →	■Intro. Word, Excel, Power Point BIS 160 (3)	Microsoft Word BIS M85 (2) ←or
	3rd Quarter	Text Editing ENG199 (3)	Principles of Management MAN205 (3)	The Internet BISM75 (3)	Microsoft Access BISM35 (2)	Microsoft PowerPoint BISM55 (2) or →	■Intro. Word, Excel, Power Point BIS 160 (3)	■Document Formatting BIS102 (2)
	4th Quarter	Records Manag. & Electronic Files BIS114 (3)	Medical Office Procedures BIS116 (4)	Medical Transcription I BIS251 (4)	ICD-9-CM Medical Office Coding HIM260 (3)	Advanced/Expert Word BIS M86 (2)		
	5th Quarter	Customer Service BIS201 (3)	Computer Apps for the Medical Office BIS220 (4)	Office Applications Practicum/Seminar BIS215 (4)	CPT Medical Office Coding HIM261 (3)	BIS Elective (3-4)		
	6th Quarter	Adv Customer Service Concepts BIS202 (3)	•General Economics ECO105 (3)	•Arts&Humanities Elective (3)	•Business Law I LAW 101 (4)	Business Info System Internship BIS270 (3)		



**CCTI**

College and Career Transitions Initiative

Please consult the Sinclair Community College web site for the most current course listing.

**Required Courses**

**Recommended Elective Courses**

**Career and Technical Education Courses**

**Credit-Based Transition Programs (e.g. Dual/Concurrent Enrollment, Articulated Courses 2+2 (+2)**

(⇨=High School to College) (⇩=Com. College to 4yr. Institution) (■=Opportunity to test out)

**Mandatory Assessments, Advising, and Additional Preparation**