



MIAMI VALLEY
TECHPREP
CONSORTIUM

PROGRAM OF STUDY PATHWAY TEMPLATES 2011-2012
— BIS: MEDICAL OFFICE *

COLLEGE: **Sinclair Community College**

HIGH SCHOOL(S): Centerville, Butler Tech,



MVCTC, Warren CCC,

Greentree

CAREER FIELD: **Business & Administrative Services**

PATHWAY: **Business: Medical Management & Support**

PROGRAM: **Medical Office**

91-93 Credit Hours - Associate of Applied Science

HIGH SCHOOL	Freshman	English I (1)	Integrated Algebra & Geometry or Algebra I (1)	Physical Science (1)	Social Studies (1)	Health (.5) P E (.5)	Career Exploration	Elective (1)
	Sophomore	English II (1)	Geometry (1)	Biology (1)	American History (1)	P E (.5) Elective (.5)	Business Management Foundations (.5)	Elective (1)
	Junior	English III (1)	Algebra II (1)	Chemistry (1)	American Govt (.5) Social Studies Elective (.5)	College Tech Prep Business Technology (1)	College Tech Prep Business Technology (1)	Elective (1)
	Senior	<u>English IV (1)</u>	<u>Pre College Math (1)</u>	Additional Science (1)	Accounting (1)	College Tech Prep Business Technology (1)	College Tech Prep Business Technology (1)	Elective (1)

Take Accuplacer (reading, math, and writing). Visit Sinclair academic advising. Earn high school diploma. Complete pathway as designed.

COLLEGE	1st Quarter	● ENG 111 (3) English Composition I	● COM 206 (3) Interpersonal Communication	HIM 121 (3) Basic Medical Terminology	SCC 101 (2) Student Success Experience	BIS 101 (2) Personal Computer Keyboarding	■ BIS 160 (3) Intro Word, Excel, PowerPoint	BIS 161 (3) Intermediate Word, PowerPoint, & Excel	
	2nd Quarter	● ENG 112 (3) English Composition II	MAT 105 (4) Business Mathematics	HIM 122 (3) Specialized Medical Term			Take BIS 160 & BIS 161 OR Take BIS M45, BIS M85, BIS M55		
	3rd Quarter	ENG 199 (3) Text Editing	MAN 205 (3) Principles of Management	BIS M75 (3) The Internet	■ BIS 102 (2) Document Formatting	BIS M35 (2) Microsoft Access	BIS M45 (2) Excel	BIS M85 (2) Word	BIS M55 (2) Powerpoint
	4th Quarter	BIS 114 (3) Records Manag & Electronic Files	BIS 251 (4) Medical Transcription I	HIM 260 (3) ICD-9-CM Medical Office Coding	BIS M86 (2) Advanced/Expert Word	BIS 116 (4) Medical Office Procedures			
	5th Quarter	BIS 201 (3) Customer Service	BIS 220 (4) Computer Apps for the Medical Office	BIS 215 (4) Office Apps Practicum/Seminar	HIM 261 (3) CPT Medical Office Coding	BIS Elective (3-4)			
	6th Quarter	BIS 202 (3) Adv Customer Service Concepts	● ECO 105 (3) or ECO216 (4) General Economics or Principles of Macro	● Arts & Humanities Elective (3)	● LAW 101 (4) Business Law I	BIS 270 (3) Business Info System Internship			



Sinclair converts to semesters in 2012-2013.
Visit www.sinclair.edu/semesters for new course names and credit hours.

Credit-Based Transition Programs, such as dual enrollment, articulated courses 2+2 (+2)
◆ = high school to college ● = community college to 4 year institution ■ = opportunity to test out

Required Courses (credit hours)

Recommended Elective Courses