



Martin Community College



High School-To-College MEDICAL OFFICE Administration Pathway

The Medical Office Administration curriculum teaches students administrative and support functions to prepare them for employment in medical and other healthcare-related offices.

Student Learning Outcomes:

- Demonstrate an understanding of the administrative support process and functions and how these influence effective business practices in a medical office or medical setting
- Utilize appropriate technology, techniques, and practices to collect, process, and interpret information for decision making and administrative support in a medical office or medical setting
- Demonstrate professional communication skills to process, manage, and communicate information in a medical office or medical setting

PATHWAY: HS Diploma + Medical Office Administration (C25310P)									2020-2021 Academic Year	
SECONDARY	Grade		English/ Lang. Arts	Math	Science	Social Studies	Health & PE	CTE Electives	Career & College Promise College Credit Courses taught by MCC Faculty	
	9	Fall	English I	Fnd. of Math I	Earth/Env. Sci.	-----	Health/PE	-----	-----	
		Spring	-----	Math I	-----	World History	-----	-----	-----	
	10	Fall	-----	Math II	Phy. Science	-----	-----	-----	-----	
		Spring	English II	-----	-----	Civics	-----	-----	-----	
	11	Fall	English III	Math III	Found of Bio.	American Hist	-----	-----	ACA 115, MED 118	
		Spring	-----	-----	Biology	-----	-----	-----	*CIS 110	
	12	Fall	English IV	-----	-----	Econ. & Personal Finance	-----	-----	MED 121	
		Spring	-----	Math IV	-----	-----	-----	-----	OST 148, MED 122	
	Congratulations! High School Graduation! Next Step: Submit MCC Admission Application									
	POST	13	Fall	BUS 121, CTS 130, *ENG 111, OST 130, OST 243 Completion of courses in black/bold earn a Medical Office Administration Diploma (D25310).						
			Spring	ENG 115 or *COM 231, OST 136, OST 164, OST 280, OST 288						
14		Fall	<i>ACC 120, *Humanities/Fine Arts, & Required Courses for Subject Area</i> Completion of courses in <i>red/italics</i> earn a Medical Office Administration Degree (A25310).							
		Spring	<i>MAT 110, Behavioral/Social Science Elective & Required Courses for Subject Area</i>							
Congratulations! College completion of Medical Office Administration A.A.S. Degree (A25310).										

*College transfer courses that may be applied to a University Baccalaureate Degree Transfer Program.