



COLLEGE: Sinclair College

ODE CAREER FIELD: Business and Administrative Services

ODE PATHWAY: Business and Administrative Services

SINCLAIR PROGRAM: **Business Information Systems/Medical Office**

61 Credit Hours - Associate of Applied Science

BIMO.S.AAS

HIGH SCHOOL	Freshman	English I (1)	Algebra & Geometry or Algebra I (1)	Physical Science (1)	Social Studies (1)	Health (.5) P E (.5)	Career Field Exploration	Fine Arts/Humanities Elective (1)
	Sophomore	English II (1)	Geometry or Algebra II (1)	Biology or Life Science (1)	US History (1)	Technology: Word, PowerPoint, & Excel (.5) Art (.5)	Career Pathway Foundation	Fine Arts/Humanities Elective (1)
	Junior	English III (1)	Algebra II / Adv Algebra II & Trigonometry (1)	Chemistry (1)	US Govt (.5) Economics and Financial Literacy Social Studies Elective (.5)	Career Tech Business & Administrative Services (1)	Career Tech Business & Administrative Services (1)	Career Tech Business & Administrative Services (1)
	Senior	English IV (1)	College Math or Calculus (1)	Human Biology -Anatomy (1)	Psychology, Sociology or Social Studies Elective (1)	Career Tech Business & Administrative Services (1)	Career Tech Business & Administrative Services (1)	Career Tech Business & Administrative Services (1)

Take ACT, SAT, or required Sinclair placement test. Visit Sinclair academic advising. Earn high school diploma. Complete pathway as designed.

COLLEGE	1st Semester	• ENG 1101 English Composition I (3)	• COM 2225 Small Group Communication (3)	MAN 1107 Foundations of Business OR MAN 2150 Management & Organizational Behavior (3)		• BIS 1221 Specialized Computer Applications for Health Information Management (3)		
	2nd Semester	ENG 1199 Textual Editing (3)	BIS 1201 Keyboarding & Document Formatting (3)	BIS 1220 Word Processing Software (3)	• BIO 1121 Human Anatomy & Physiology I (3)	MAT 1120 Business Mathematics (3)	• HIM 1101 Medical Terminology (2)	
	3rd Semester	BIS 1400 Customer Service (3)	• ACC 1210 Introduction to Financial Accounting (3)	BIS 2170 Office Simulation (3)	BIS 2140 Records Management (2)	• OTM Arts & Humanities Elective (3)	BIS 1301 Advanced Document Formatting & Keyboarding (3)	
	4th Semester	• LAW 1101 Business Law (3)	BIS 2180 Medical Office Simulation (3)	• ECO 2160 Principles of Macroeconomics (3)	HIM 1201 Introductory Medical Office Coding (4)	BIS 2270 Business Information Systems Internship (2)		

• = Courses guaranteed to transfer to Ohio's public institutions of higher education

Indicates eligible college course opportunities via Proficiency credit or Articulated Award credit.

■ Indicates Career-Technical Assurance Guides (CTAG)-approved transfer credit. The high school or career center is responsible for sending the proper documentation, along with the Verification of Course/Program Completion form to the college in order for credits to be posted on a student's transcript.

Required Courses (credit hours)

Recommended Elective Courses

revised 09/12/17

Please note: This template does not provide department approved course sequences for students to follow. That is, the courses may be presented out of order. It is best for students to consult with an academic advisor in order to plan a semester by semester course schedule in order to meet the requirements for their certificates and degree programs.