



MIAMI VALLEY
TECHPREP
CONSORTIUM



SINCLAIR
COLLEGE

COLLEGE: Sinclair College

PROGRAM OF STUDY PATHWAY TEMPLATES 2017–2018

CAREER FIELD: Health Science

PATHWAY: Health Information Management

PROGRAM: Medical Office Receptionist

16 Credit Hours - Short Term Certificate

MOR.S.STC

HIGH SCHOOL	Freshman	English I (1)	Algebra & Geometry or Algebra I (1)	Physical Science (1)	Social Studies (1)	Health (.5) Physical Education (.5)	Career Field Exploration	Fine Arts/Foreign Language/Business Elective (1)
	Sophomore	English II (1)	Geometry or Algebra II (1)	Biology or Life Science (1)	US History (1)	Technology Elective (1)	Career Pathway Foundation	Fine Arts/Foreign Language/Business 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 Health Science (1)	Career Tech Health Science (1)	Career Tech Health Science (1)
	Senior	English IV (1)	College Math or Calculus (1)	Advanced study in Life or Physical Science OR Earth/Space Science (1)	Psychology, Sociology or Social Studies Elective (1)	Career Tech Health Science (1)	Career Tech Health Science (1)	Career Tech Health Science (1)

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

COLLEGE	1st Semester	SCC 1101 First Year Experience (1)	ALH 1101 Introduction to Health Care Delivery (2)	● ■ HIM 1101 Medical Terminology (2)	MAS 1101 Intro to Medical Assisting (3)			
	2nd Semester	● COM 2206 Interpersonal Communication (3)	MAS 1110 Administrative Medical Assisting I (2)	● ENG 1101 English Composition I (3)				

● = 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 10/1/17

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.