



**PROGRAM OF STUDY PATHWAY TEMPLATES 2018 - 19 \***

**COLLEGE: Sinclair College**

**ODE CAREER FIELD:** Business & Public Services  
**ODE PATHWAY:** Business & Administrative Services/Finance/Marketing  
**SINCLAIR PROGRAM:** Call Center/Customer Service  
 17-19 Credit Hours - Short Term Certificate

CC.S.STC

<b>HIGH SCHOOL</b>	<b>Freshman</b>	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)
	<b>Sophomore</b>	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)
	<b>Junior</b>	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 (1)	Career Tech Business (1)	Career Tech Business (1)
	<b>Senior</b>	English IV (1)	College Math or Calculus (1)	Human Biology -Anatomy (1)	Psychology, Sociology or Social Studies Elective (1)	Career Tech Business (1)	Career Tech Business (1)	Career Tech Business (1)
<b>Take ACT, SAT, or required Sinclair placement test. Visit Sinclair academic advising. Earn high school diploma. Complete pathway as designed.</b>								
	<b>1st Semester</b>	BIS 1120 Introduction to Software Applications (3)	BIS 1201 Keyboarding & Document Formatting (3)	BIS 1400 Customer Service (3)	• COM 2206 Interpersonal Communication (3)			
	<b>2nd Semester</b>	HIM 1101 Medical Terminology <b>AND</b> BIS 2180 Medical Office Simulation <b>OR</b> ALH 1101 Introduction to Healthcare Delivery <b>AND</b> HIM 1101 Medical Terminology <b>AND</b> MAS 1110 Administrative Medical Assisting I <b>OR</b> CIS 1107 Introduction to Operating Systems <b>AND</b> CIS 1130 Network Fundamentals <b>OR</b> MAN 1107 Foundations of Business <b>OR</b> MAN 2150 Management & Organizational Behavior <b>AND</b> MRK 2225 Sales Fundamentals (5-7)						
• = 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.								
<b>Required Courses (credit hours)</b>								
<b>Recommended Elective Courses</b>								

revised 8/2/2018

**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.**