



COLLEGE: Sinclair College

ODE CAREER FIELD: Business and Administrative Services

ODE PATHWAY: Business and Administrative Services

SINCLAIR PROGRAM: Business Information Systems / Medical Office Specialist

31 Credit Hours - One Year Technical Certificate

BUMS.S.CRT

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	MAT 1120 Business Mathematics (3)	BIS 1220 Word Processing Software (3)	● HIM 1101 Medical Terminology (2)	BIS 2140 Records Management (2)			
	2nd Semester	● ENG 1101 English Composition I (3)	BIS 1201 Keyboarding & Document Formatting (3)	● BIS 1221 Specialized Computer Applications for Health Information Management (3)				
	3rd Semester	BIS 1400 Customer Service (3)	■ BIS 2180 Medical Office Simulation (3)	MAN 1107 Foundations of Business (3) OR MAN 2150 Organizational Behavior (3)	ENG 1199 Textual Editing (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 08/3/2018

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.