

## 2008 - 2009 Program of Study - Secondary

Submitted by CTPD Name: \_\_\_\_\_

CTPD Number: \_\_\_\_\_

### Secondary Program Information

**School District Name:** Massillon City Schools  
**School District IRN:** 044354  
**Building (location) Name:** Massillon High School  
**Building (location) IRN:** 039602

**Career Field:** Business & Administrative Services  
**Pathway Name:** Medical Management & Support  
**Program Name:** Medical Office Management  
**EMIS Subject Code:** 140320  
**Local Program Name:** Medical Office Management

**Specify Industry Credential Opportunities (if applicable):** \_\_\_\_\_

									Required or Elective Academic Course and Other Courses				Career and Technical Education Courses			
Grade	English	Code	Math	Code	Science	Code	Social Studies	Code	Course	Code	Course	Code	CTE Course	Code	CTE Course	Code
9	English 9	RA	Algebra 1	RA	Science	RA	US History	RA	Health/P.E.	RA	Computer Applications I & II	RE				
10	English 10	RA	Geom/Alg/Trig	RA	Science Invest/lab	RA	Modern US History	RA	P.E./Elective	RA	Typing I or Personal Typing	RE			Foundations of Business	CT CC
11	English 11	RA	Geom/AlgII/Trig	RA	Biology/lab	RA	US Government	RA					Office Technology	CT CC		
12	English 12	RA	AlgII/Pre-calc/AP Math	RA					Electives (3)	RE			Office Technology	CT CC		

**Contact Person:** Tim Wolf  
**Title:** Career Tech Director  
**Phone:** 330-830-3901  
**E-mail:** [twolf@massillon.sparcc.org](mailto:twolf@massillon.sparcc.org)

**CODES** (use all that apply)

**RA:** Required Courses                      **CT:** Career-Technical Courses  
**RE:** Recommended Electives              **CT2:** Eligible for CT2 Credit  
**CC:** College Credit Opportunities based on articulation or dual/concurrent enrollment agreements

## 2008 - 2009 Program of Study - Postsecondary Semesters

Postsecondary Institution: Stark State College of Technology  
 College Major: (if applicable) Health Information College Degree: (if applicable) AAS

Specify Industry Credential Opportunities (if applicable): RHIT Registered Health Information Technician

Certificate, Adult and/or Apprenticeship Program: (if applicable) \_\_\_\_\_

Secondary Program Name: Admin Medical Asst Secondary School Name: Massillon Washington High School District Name: Massillon City

	Course	Code	Course	Code	Course	Code	Course	Code	Course	Code	Course	Code	Course	Code	Course	Code
<b>Year 1 1st Sem.</b>	Health Data Management and Delivery Systems HIT 121 (4)	RT	Medical Terminology BIO 125 (3)	RT TAG CC	Healthcare Legal and Ethical Issues HIT 123 (2)	RT	Prin. Of Human Structure & Function BIO 123 (5)	RT	Business Computer Applications BCA 120 (4)	RA TAG						
<b>Year 1 2nd Sem.</b>	Clinical Classification Systems I HIT 124 (4)	RT	Alternative Health Records & Registries HIT 122 (3)	RT	Pharmacology BIO 222 (3)	RT	Patho-physiology BIO 124 (3)	RT TAG	College Composition ENG 124 (3)	RA						
<b>Summer Session</b>	Communi-cation Elective (3)	RA	Social Science Elective (3)	RA												
<b>Year 2 1st Sem.</b>	Clinical Classification Systems II HIT 221(3)	RT	Healthcare Statistics and Research HIT 222 (3)	RT	Quality Management in Healthcare HIT 224 (2)	RT	Professional Practive I / Seminar I HIT 226 (4)	RT TAG								
<b>Year 2 2nd Sem.</b>	Medical Tech. Report Writing ENG 222 (3)	RA	HIM Supervision Concepts and Practices HIT 223 (3)	RT	Clinical Classification Systems III and Reimburse-ment HIT 228 (4)	RT	Health Information Systems and Technology HIT 229 (3)	RT	Professional Practice II / Seminar II HIT 227 (4)	RT						

**Contact Person:** Darlene Horn  
Dept Chair/ Associate Professor  
**Title:** Medical Terminology Programs  
**Phone:** 330-494-6170 x4296  
**E-mail:** [dhorn@starkstate.edu](mailto:dhorn@starkstate.edu)

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**CODES** (use all that apply)

- RT:** Required Technical Courses      **CT2:** Eligible for CT2 Credit
- RA:** Other Required Courses      **TAG:** Eligible for TAG Credit
- RE:** Recommended Electives
- CC:** Other College Credit Opportunities (based on articulation or dual/concurrent enrollment agreements with partner high school)

**2008 - 2009 Program of Study - Postsecondary Semesters**

Postsecondary Institution: Stark State College of Technology  
 College Major: (if applicable) Business Management Tech College Degree: (if applicable) AAB

Specify Industry Credential Opportunities (if applicable): \_\_\_\_\_

Certificate, Adult and/or Apprenticeship Program: (if applicable) \_\_\_\_\_

Secondary Program Name: Medical Office Mgmt Secondary School Name: Massillon Washington High School District Name: Massillon City Schools

	Course	Code	Course	Code	Course	Code	Course	Code	Course	Code	Course	Code	Course	Code	Course	Code
<b>Year 1 1st Sem.</b>	Business Administration BUS 121 (4)	RT	Business Computer Apps BCA120 (4)	RT	Business Math BUS 123 (4)	RA	College Composition ENG 124 (3)	RA	Medical Terminology BIO 125 (3)	RT CC						
<b>Year 1 2nd Sem.</b>	Principles of Management MGT 121 (3)	RT	Principles of Marketing MKT 121 (3)	RT TAG	Quantitative Business Statistics ACC 127 (4)	RT	Business Communication ENG 230 (3)	RA TAG	Financial Accounting ACC 132 (4)	RT TAG						
<b>Year 2 1st Sem.</b>	Supervision MGT 221 (3)	RT	Micro-economics BUS 221 (3)	RA TAG	Introduction to Anatomy & Physiology BIO 101 (3)	RT	Effective Speaking COM 121 (3)	RA TAG	Managerial Accounting ACC 133 (4)	RT TAG	Health Care Delivery in the United States HIT 230 (2)	RT				
<b>Year 2 2nd Sem.</b>	Human Resource Management MGT 224 (3)	RT	Macro-economics BUS 222 (3)	RA TAG	Business Decision Making MGT 227 (4)	RT	Sociology SOC 121 (3)	RA TAG	Business Law & Ethics ACC 130 (3)	RT TAG	Reimbursement for Health Care Services MAT 231 (3)	RT				

Contact Person: Jerry Myers  
 Title: Department Chair/Associate Professor,  
 Phone: 330-494-6170 ext 4347  
 E-mail: [jmyers@starkstate.edu](mailto:jmyers@starkstate.edu)

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