

2008 - 2009 Program of Study - Secondary

Submitted by CTPD Name: _____

CTPD Number: _____

Secondary Program Information

School District Name: Stark County Area JVS
School District IRN: 062026
Building (location) Name: R G Drage Career Technical Center
Building (location) IRN: 062034

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

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 - 1	RA	Alg/Geom	RA	Science - 1	RA	World History - 1	RA	Health/PE	RA						
10	English 10 - 1	RA	Geom/AlgII	RA	Biology - lab	RA	American History - 1	RA	PE	RE						
11	English 11 - 1	RA	AlgII/Pre-calc	RA	Chemistry - lab	RA	Econ/Civics - 1	RA					Administrative Medical Assisting Lab-4	CT CC		
12	English 12 - 1	RA	AlgII/ Pre-calc/Trig	RA	Physics-lab	RA	Govt. /Am Hist - 1	RA					Administrative Medical Assisting Lab-4	CT CC		

Contact Person: John Walker

Title: Supervisor

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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

Health Information

College Major: *(if applicable)* Management Technology

College Degree: *(if applicable)* AAS

Specify Industry Credential Opportunities *(if applicable)*: RHIT - Register Health Information Technician

Certificate, Adult and/or Apprenticeship Program: *(if applicable)* _____

Secondary Program Name: Admin Medical Asst

Secondary School Name: R G Drage Career Center

District Name: Stark County JVS

	Course	Code	Course	Code	Course	Code	Course	Code	Course	Code	Course	Code	Course	Code	Course	Code
Year 1 1st Sem.	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						
Year 1 2nd Sem.	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						
Sum mer Sessio n	Communi- cation Elective (3)	RA	Social Science Elective (3)	RA												
Year 2 1st Sem.	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								
Year 2 2nd Sem.	Medical Tech. Report Writing ENG 222 (3)	RA	HIM Supervision Concepts and Practices HIT 223 (3)	RT	Clinical Classification Systems III and Reimbursement 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
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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: R G Drage Career Center District Name: Stark County JVS

	Course	Code	Course	Code	Course	Code	Course	Code	Course	Code	Course	Code	Course	Code	Course	Code
Year 1 1st Sem.	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						
Year 1 2nd Sem.	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						
Year 2 1st Sem.	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				
Year 2 2nd Sem.	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,
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