

# High School to College and Career Pathway: Secondary

Area of Study: Health Science Education



## Pathway: Health Informatics

### Medical Office Administrative Assistant

Middle School		State Requirements			High School Suggested Education Plan				College & Careers																																
7 <sup>th</sup> Grade	8 <sup>th</sup> Grade	Middle School	High School	9 <sup>th</sup> Grade Suggested	10 <sup>th</sup> Grade Suggested	11 <sup>th</sup> Grade Suggested	12 <sup>th</sup> Grade Suggested	Beyond High School																																	
Language Arts 7 1.00	Language Arts 8 1.00	2.00	Language Arts 3.00	Language Arts 9 1.00	Language Arts 10 1.00	Language Arts 11 1.00	Language Arts 12 1.00	<p>There are a number of options for education and training beyond high school, depending on your career goals.</p> <ul style="list-style-type: none"> <li>&gt; Certificate</li> <li>&gt; Associate degree</li> <li>&gt; Bachelor's degree</li> <li>&gt; Professional degree</li> <li>&gt; On-the-job training</li> <li>&gt; Apprenticeship</li> <li>&gt; Military training</li> </ul> <p><b>Medical Office Administrative Assistant is:</b></p> <ul style="list-style-type: none"> <li>&gt; High skill</li> <li>&gt; High demand</li> <li>&gt; Nontraditional for males</li> </ul> <p><b>Sample Occupations</b></p> <ul style="list-style-type: none"> <li>&gt; Health Science Education Teacher</li> <li>&gt; Medical Coder</li> <li>&gt; Medical Secretary</li> <li>&gt; Medical Records Technician</li> </ul> <p>For more information on salary projections, labor market demand, and training options, visit <a href="http://www.utahfutures.org">www.utahfutures.org</a>.</p>																																	
Pre-Algebra 1.00	Elem. Algebra or Applied Math 1.00	2.00	Math 2.00	Geometry or Applied Math II 1.00	Intermediate Algebra 1.00	Additional credit 1.00																																			
Science .50	Science 1.00	1.50	Science 2.00	Earth Systems 1.00	Biological Science 1.00	Medical Anatomy and Physiology 1.00																																			
Utah Studies .50	U.S. History I 1.00	1.50	Social Studies 2.50	Geography for Life .50	World Civilizations .50	U.S. History II 1.00	U.S. Government and Citizenship .50																																		
P.E. 1.00	Health .50	1.50	P.E./Health 2.00	Participation Skills and Techniques .50	Fitness for Life .50 / Health Education .50 Lifetime Activities or Sport .50																																				
The Arts .50	The Arts .50	1.00	Fine Arts 1.50	Fine Arts Courses 1.50																																					
			Financial Literacy .50	Financial Literacy .50																																					
Keyboarding .50			Computer Tech. .50	Computer Technology .50																																					
CTE Intro 1.00		1.00	Career and Technical Education 1.00	<p><b>Career and Technical Education Recommended Pathway Courses</b></p> <p>(Students may select individual courses for exploration, or a complete Pathway for an in-depth focus.)</p> <p><b>CLASS AVAILABILITY MAY VARY AT YOUR HIGH SCHOOL</b></p> <table border="1"> <thead> <tr> <th>Course #</th> <th>Foundation Courses: (required)</th> <th>Credit</th> </tr> </thead> <tbody> <tr> <td>51.0703</td> <td>Medical Office Administrative Assistant</td> <td>1.00</td> </tr> <tr> <td colspan="3"><b>Elective Courses:</b></td> </tr> <tr> <td>51.0001</td> <td>Health Science, Introduction *</td> <td>.50</td> </tr> <tr> <td>51.1399</td> <td>Medical Anatomy &amp; Physiology</td> <td>1.00</td> </tr> <tr> <td>51.0707</td> <td>Medical Records Technician</td> <td>.50</td> </tr> <tr> <td>51.0799</td> <td>Medical Terminology</td> <td>.50</td> </tr> <tr> <td>51.9999</td> <td>Medical Math</td> <td>.50</td> </tr> <tr> <td>51.0708</td> <td>Medical Transcription</td> <td>1.00</td> </tr> <tr> <td>51.1199</td> <td>Health Science, Advanced (capstone course)</td> <td>1.00</td> </tr> <tr> <td>32.0199</td> <td>Student Internship (Critical Workplace Skills)</td> <td>.50</td> </tr> </tbody> </table> <p>* It is preferred that this course be taken prior to any foundation course.</p> <p>3.00 credits for completion</p> <p>Many Utah post-secondary programs accept high school courses toward a two- or four-year degree through concurrent enrollment. Check regional post-secondary Pathways for details.</p>					Course #	Foundation Courses: (required)	Credit	51.0703	Medical Office Administrative Assistant	1.00	<b>Elective Courses:</b>			51.0001	Health Science, Introduction *	.50	51.1399	Medical Anatomy & Physiology	1.00	51.0707	Medical Records Technician	.50	51.0799	Medical Terminology	.50	51.9999	Medical Math	.50	51.0708	Medical Transcription	1.00	51.1199	Health Science, Advanced (capstone course)	1.00	32.0199	Student Internship (Critical Workplace Skills)	.50
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<b>Workforce Trends</b> A growing and aging population and technological advances in medicine make this one of the fastest growing occupations through 2016, with an expected growth of 35%.		Core Curriculum and elective requirements may vary district to district. Check with your school counselor.  Concurrent enrollment course offerings vary by school and district.																																							
<b>Get the Facts</b> As insurance policies become more intricate, and as government sets more guidelines and creates new laws surrounding the profession, there is an increased need for administrative help within hospitals, clinics, and other medical offices.																																									

**Note:** For more information, talk to your school counselor.