



## Curriculum Plan 2024-2025

**Program:** Medical Office Management

**CTSO Primary:** BPA

**CTSO Secondary:** N/A

**Pathway:** C4

**WebXam:** 02MD

### Courses Offered

#### Level 1 Curriculum

Semester 1 Office Management

Semester 2 Fundamentals Of Business And Admin Services

#### Level 2 Curriculum

Semester 1 Medical Office Management

Semester 2 Business Foundations

#### Level 2-Pre-Apprenticeship Half Day Curriculum

Semester 1 Medical Office Management

Semester 1 Pre-apprenticeship

Semester 2 Pre-apprenticeship

#### Level 2-Advanced Placement Curriculum

Semester 2 Business And Administrative Services Capstone

### College Credits Available

Name	College	Semester Hours Available
CTAPS001 Office Procedures, ODE Course 142005 (Office Management)	CTAG	3
BIS 1201 Keyboarding and Document Formatting	Sinclair College	3
ALH 1132 Heartsaver First Aid, CPR, and AED (American Heart Association Heartsaver First Aid, CPR/AED card required)	Sinclair College	1
CTMMS001 Medical Office Procedures. ODE Course 142015 (Medical Office Management), BIS 2180 Medical Office Simulation	CTAG and Sinclair College	3
MAN 1107 Foundations of Business	Sinclair College	3

### Credentials Available

Name	ODE Points Available
American Heart Association Heartsaver First Aid, CPR, and AED	1
Ohio Driver's License	1
RISE Up Customer Service and Sales	6
RISE Up Retail Industry Fundamentals	6