

This Career Pathway Plan of Study can serve as a guide. Courses listed within this plan are only recommended coursework and should be individualized to meet your educational and career goals.



**NH High Schools** ➔ **Lakes Region Community College – Medical Office Assistant**

**Career Pathway Plan of Study for ► Learners ► Parents ► Counselors ► Teachers/Faculty**

**Bold** – Prerequisite for College Success  
 Black – High School Requirement

**Bold & Underlined** – Articulated Credit  
*Italic* – Imbedded Academic Core Credit

**BOLD, UNDERLINED & ALL CAPITALS** -  
 Transcribed Dual Enrollment Credit

|  | Grade  | English/<br>Language<br>Arts                             | Math  | Science             | Social Studies<br>/Sciences                               | Other Required Courses (R)<br>Recommended Electives (E)  | *Career and Technical<br>Courses and/or Degree<br>Major Courses   | SAMPLE<br>Occupations Relating<br>to This Pathway  |  |
|--|--|--|---|---------------------|---|--|---|--|--|
| <b>S<br/>E<br/>C<br/>O<br/>N<br/>D<br/>A<br/>R<br/>Y</b>                         | 9  | English  | Algebra 1<br>(3 math cr,<br>including algebra<br>credit that can be<br>earned through a<br>sequential,<br>integrated or<br>applied program) | Physical<br>Science | World History,<br>Global Studies,<br>or Geography ½<br>cr | Information &<br>Communications<br>Technologies ½ cr or<br>demonstrated proficiency (R)<br>Physical Education 1 cr |   | <ul style="list-style-type: none"> <li>► Admitting Clerk</li> <li>► Medical Office Assistant</li> <li>► Records Management</li> <li>► Medical Data Entry</li> <li>► Medical Customer Service</li> <li>► Medical Receptionist</li> <li>► Medical Office Management</li> </ul> |  |
|  | 10   | English  | Geometry  | Biology             | Economics ½ cr<br>US & NH<br>Government/Civi<br>cs ½ cr   | Arts Education ½ cr (R)<br>Health Education ½ cr (R)   |   |  |  |
|  | 11   | English  | <b>Algebra 2*</b>   | Chemistry           | US & NH History<br>1 cr                                   | 6 open electives   | Health Science Technologies 1   |  |  |
|  | 12   | English  |   |                     |   |  | <b><u>HEALTH SCIENCE<br/>TECHNOLOGIES 2</u></b>   |  |  |
| <b>P<br/>O<br/>S<br/>T<br/>S<br/>E<br/>C<br/>O<br/>N<br/>D<br/>A<br/>R<br/>Y</b> | Certificate: Medical Office Assistant            |  |   |                     |   |  |   |  |  |
|  | 13   |  |   |                     |   | Professional Development (R)<br>Software Applications (R)  | Business Documentation 1& 2<br>Administrative Office Management<br><b><u>MEDICAL TERMINOLOGY</u></b><br>Principles of Records Management<br><b><u>LAW &amp; ETHICS FOR THE MEDICAL<br/>PROFESSION</u></b><br>Medical Office Procedures<br>Medical Insurance Billing | <p><b>*Notes:</b></p> <p>*Algebra 2 Math Skills required for Degree Program</p> <p>*Math 1230 or higher</p> <p>Dual Enrollment Options:</p> <p>Law &amp; Ethics for the Medical Profession</p> <p>Medical Terminology</p>  |  |
|  | Associate Degree in Office Technology Management |  |   |                     |   |  |   |  |  |
|  | 14   | College<br>Composition<br>Business<br>Communicati<br>ons | Math Elective*  |                     |   | Critical Thinking & Decision<br>Making (R)   | Introduction to Business<br>Accounting 1<br>Database Management   |  |  |
|  |  |  |   | Science Elective    |   | Humanities/Fine Arts/Foreign<br>Language (R)<br>Liberal Arts Elective(R)   | Spreadsheets<br>Computerized Accounting   |  |  |
| Industry Certifications Available: None  |  |  |   |                     |   |  |   |  |  |