



Career Cluster: Business Management & Administration **Career Cluster Pathway:** Legal/Medical Office Applications
Program of Study: An Educational Planning Guide for High School and Beyond

	Grade	English	Math	Science	Social Studies	Fitness/ Health and Visual or Performing Arts	Recommended Career and Technical Education (CTE) Courses and Other Electives	Graduation Requirements	SAMPLE Occupations Related to this Pathway
Secondary Options	9	English 9 (1 credit)	Algebra (1 credit)	Science (1 credit)		Health/Fitness (1 credit) Fine Art (1 credit)	Elective class (1 credit)	<u>H.S. Credit Requirements (24 credits total):</u> 4.0 credits – English 3.0 credits – Social Studies 3.0 credits – Math 2.0 credits – Science 2.0 credits – Health and Fitness 1.0 credits – Visual or Performing Arts 1.0 credits – Occupational Education 8 credits – Occupational Education or Electives <u>Additional Skills Center opportunities:</u> <ul style="list-style-type: none"> • Possible college articulated credits each year at the Skills Center • Internship opportunities during 1st and 2nd year • Possible Industry Certificate at end of course 	Occupations requiring less than a Baccalaureate Degree <ul style="list-style-type: none"> ▶ Medical Assistant ▶ Medical Secretary ▶ Med. Receptionist ▶ Coding/Billing Clerk ▶ Health Info. Assist. ▶ Health Info Tech ▶ Vet. technician ▶ Legal Receptionist ▶ Legal Records Clerk ▶ Paralegal ▶ Court Clerk ▶ Office Manager ▶ Patient Services Rep ▶ Patient Account Rep ▶ Med Insur. Office ▶ Medical Lab Office ▶ Human Resource Assistant ▶ Recruiting ▶ Legal Secretary ▶ Legal Administrative Assistant ▶ Probation/Parole Tech ▶ Business Manager ▶ Legal Administrator Occupations requiring a Baccalaureate Degree and beyond <ul style="list-style-type: none"> ▶ Physician ▶ Lawyer
	10	English 10 (1 credit)	Geometry (1 credit)	Science (1 credit)	World Studies (1 credit)	Fitness (1 credit)	Elective class (1 credit)		
	11	English 11 (1 credit)			US History (1 credit)		<ul style="list-style-type: none"> • Legal/Medical Office App.1 (3 credits) * possible 19 college credits w/“B” grade or higher • Elective class (1 credit) 		
	12	English 12 (1 credit)	Algebra 2 or CTE Math (1 credit)		CWI (1 credit)		<ul style="list-style-type: none"> • Legal/Medical Office App.2 (3 credits) 		

Courses shown in **RED** indicate courses articulated with local colleges. College credit can be earned through those courses.

Post Secondary Options	13 and Beyond	Complete a registered apprenticeship and/or enter directly into the workforce	Earn a Technical Certificate from a community or technical college and enter the workforce	Earn an Associate's Degree from a community or technical college and enter the workforce	Earn a Baccalaureate Degree and enter the workforce
	Program Options	<p>Possible apprenticeship options w/ priority entrance for Skills Center program completers:</p> <ul style="list-style-type: none"> • None <p>***Internships may be available in the community.</p>	<p><u>Clark Community College:</u></p> <ul style="list-style-type: none"> • Business Technology Medical Assistant-Cert • Business Technology Medical Information-Cert • Business Technology-Cert • Paralegal-Cert • Office Assistant (CP) • Front Office Assistant (CA) • Medical Receptionist (CA) • Health Information Assistant (CP) • Medical Billing/Coding Specialist (CP) • Medical Assistant (CP) • Legal Office (CP) • Small Business Management (CP) • Customer Service (CA) • Supervisory Management (CP) • Business Administration (CP) <p><u>Portland Community College:</u></p> <ul style="list-style-type: none"> • Administrative Assistant-Cert • Virtual Assistant-Cert • Medical Assisting-Cert • Paralegal Certificate <p><u>Mt. Hood Community College:</u></p> <ul style="list-style-type: none"> • Office Assistant – Cert • Office Clerk – Career Pathways Certificate • Office Software Specialist - Certificate • Medical Billing / Claims Analyst - Certificate • Medical Customer Service Representative - Career Pathway Certificate of Completion • Medical Office Coding - Certificate • Medical Receptionist - Certificate 	<p><u>Clark Community College:</u></p> <ul style="list-style-type: none"> • Administrative Assistant (AAT) • Office Management (AAT) • Medical Office Technologies (AAS) • Supervisory Management (AAS) • Medical Office Technologies (AAS) • Business Administration (AAS) • Medical Billing/Coding Specialist (AAS) • Health and Informatics (AAT) <p><u>Portland Community College:</u></p> <ul style="list-style-type: none"> • Administrative Assistant-AAS • Administrative Office Professional-AAS • Health Information Management-AAS • Vet Technology-AAS • Health Informatics-AAS <p><u>Mt. Hood Community College:</u></p> <ul style="list-style-type: none"> • Computer Information Systems: Health Informatics – AAS • Medical Office Specialist - AAS • Medical Office Specialist - Accounting - Degree Option • Medical Office Specialist - Management - Degree Option • Medical Office Specialist: Unit Secretary – Degree Option • Administrative Office Professional - Degree Option • Administrative Office Pro: Human Resource Management Degree Option 	<p><u>Washington State University-Vancouver:</u></p> <ul style="list-style-type: none"> • Business Administration-BA • Management & Operations-BA • Accounting-BA • Finance-BA <p><u>Portland State University:</u></p> <ul style="list-style-type: none"> • Business Administration: Accounting-BA/BS • Business Administration: Advertising-BA/BS • Business Administration: Finance-BA/BS • Business Administration: Human Resources Management-BA/BS • Business Administration: management & Leadership-BA/BS • Business Administration: Marketing-BA/BS • Business Administration: Supply & Logistics Management-BA/BS <p><u>University of Washington:</u></p> <ul style="list-style-type: none"> • Business Administration-BA • Social Welfare-BA