



Curriculum Plan 2025-2026

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-Internship 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
BIS 1400 Customer Service	Sinclair College	3
MAN 1107 Foundations of Business	Sinclair College	3

Credentials Available

Name	ODE Points Available
CPR First Aid	1
Ohio State Apprenticeship Council Recognized Pre-Apprenticeship Program Certificate of Completion - Business, Marketing, and Finance	12
Ohio Driver's License (Self Obtained)	1
RISE Up Customer Service and Sales	6
RISE Up Retail Industry Fundamentals	6