

Connecting High School to College and Career

Career and Technical Education (CTE) provides critical learning and hands-on skills through Career Pathways within eight Areas of Study. Students who focus on a Pathway acquire the skills necessary for entry into well-paid careers with high potential for rapid financial growth, increased levels of responsibility, and a high degree of personal satisfaction.

CTE Pathways:

- Will jump-start your future career.
- Will give you unlimited opportunities.
- Will help you plan for life after high school—before graduation.
- Will save you time and money.

What is a Pathway?

- A Pathway is a sequence of courses within your area of interest.
- A Pathway will connect your career interests from high school to college and/or career.
- A Pathway will help you acquire the depth of knowledge and skill linked with specific postsecondary programs that will lead to a certificate or degree and/or career.

CTE: Keeping it REAL

- Classroom instruction connects to the REAL world of work and future career opportunities.
- Statistics indicate that CTE graduates are worth higher wages because they are more productive than other workers.

Did you know?

Ninety percent of jobs require training beyond high school.

Top 5 reasons to participate in CTE Career Pathways:

1. To acquire technical skills training.
2. To participate in hands-on learning.
3. To jump-start your future career.
4. To earn college credit while in high school through concurrent enrollment classes.
5. To save time and money!

Ask yourself:

- What do I want to be doing in 5 years?
- What do I want to be doing in 10 years?

Ask yourself:

- What classes should I take to get ready for life after high school—college and career?
- What does it cost to go to college?

Ask yourself:

- Why should I take this class?
- Why should I plan?
- Why should I study?
- Why should I graduate from high school?

Ask yourself:

- How can Pathways help me?
- How do I find the options that are right for me?
- How do I find a satisfying career?

Acquiring critical learning and hands-on skills through education and training will open doors of opportunity for obtaining employment within your area of interest. Stay in school and finish your education. Your future depends on it.

For more information log onto UtahCTE.org.

Utah State Office of Education
250 East 500 South P.O. Box 144200
Salt Lake City, UT 84114-4200
Larry K. Shumway, Ed.D., State Superintendent of Public Instruction
Mary Shumway, State Director of Career and Technical Education



Health Science Education
**Medical Office
Administrative Asst.**

High School to College and Career PATHWAYS



CAREER AND TECHNICAL EDUCATION
Giving Students the Edge



High School to College and Career Pathway: Secondary

Career and Technical Education: Preparing Students for College and Career!



Area of Study: Health Science Education

Pathway: Health Informatics – Medical Office Administrative Assistant

Get the Facts
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.

About half of all medical office administrative assistants work in doctors' and dentists' offices.

Workforce Trends
Rapid growth in the health services industry should fuel the demand for medical office administrative assistants. In Utah, this occupation is expected to experience faster than average employment growth with a high volume of annual job openings.

CAREER AND TECHNICAL EDUCATION Recommended Pathway Courses		
(Students may select individual courses for exploration, or a complete Pathway for an in-depth focus.)		
CLASS AVAILABILITY MAY VARY AT YOUR HIGH SCHOOL		
Course #	Foundation Courses: (required)	Credit
51.0703	Medical Office Administrative Assistant	1.00
	Elective Courses:	
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

1.00 credit

2.00 credits

3.00 credits for completion

Medical Office Administrative Assistant is:

- > High skill
- > High demand
- > Nontraditional for males

Sample Career Occupations

- > Health Science Education Teacher
- > Medical Coder
- > Medical Secretary
- > Medical Records Technician

Middle School		State Requirements		High School Suggested Education Plan				College and Career
7th Grade	8th Grade	Middle School	High School	9th Grade Suggested	10th Grade Suggested	11th Grade Suggested	12th Grade Suggested	Beyond High School
Language Arts 7 1.00	Language Arts 8 1.00	2.00	Language Arts 4.00	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"> > Certificate > Associate degree > Bachelor's degree > Professional degree > On-the-job training > Apprenticeship > Military training <p>For more information on salary projections, labor market demand, and training options, visit www.utahfutures.org.</p>
Math * 1.00	Math * 1.00	2.00	Math 3.00	Math * 1.00	Math * 1.00	Math * 1.00	Medical Math .50	
Science .50	Science 1.00	1.50	Science 3.00	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 3.00	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				
Keyboarding .50			Computer Tech. .50	Computer Technology .50				
CTE Intro 1.00		1.00	CTE 1.00	Refer to Career and Technical Education box above.				

* Talk to your school counselor about math requirements in the new common core curriculum. Core curriculum and elective requirements may vary district to district.

Concurrent enrollment course offerings vary by school and district. Many Utah postsecondary programs accept high school courses toward a two- or four-year degree through concurrent enrollment. Check regional postsecondary Pathways for details.