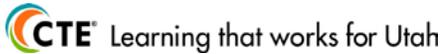


Utah Career and Technical Education Career Pathway

2017-2018 School Year



CTSO Information
 Career and Technical Student Organizations (CTSO) align with the national Career Clusters® and the Utah CTE Career Pathways.

HOSA is the CTSO for students in the Medical Office Administrative Assistant Career Pathway. HOSA enhances the delivery of compassionate, quality health care by providing opportunities for knowledge, skill and leadership development of all health science education students.

Workforce Trends
 Rapid growth in the health services industry should fuel the demand for occupations in the medical office administrative assistant pathway.

Career Cluster: Health Science

Career Pathway: Medical Office Administrative Assistant

CORE CODE	FOUNDATION COURSES (required)	CREDITS	
36.01.00.00.160	Medical Office Administrative Assistant	1.00	1.00 credit
ELECTIVE COURSES			
36.01.00.00.095	Health Information Management	1.00	2.00 credits
36.01.00.00.090	Health Science, Introduction	.50	
36.01.00.00.001	Health Science, Advanced (capstone course) *	.50	
36.01.00.00.110	Medical Anatomy and Physiology	1.00	
36.01.00.00.150	Medical Math	.50	
36.01.00.00.170	Medical Records Technician	.50	
36.01.00.00.175	Medical Terminology	.50	
36.01.00.00.180	Medical Transcription	1.00	
41.00.00.00.030	Workplace Skills	.50	
3.00 credits for completion			

* Course can be taken up to 1.00 credit.

Career and Technical Education provides all students access to high-quality, rigorous career-focused programs that result in attainment of credentials with labor market value.

Medical Office Admin. Assistant is:
 > High demand

Sample Occupations Requiring:
High School Diploma
 > Medical Secretary

Certificate
 > Medical Records and Health Information Technician
 > Medical Transcriptionist

Assoc. or Technical Degree
 > Diagnostic Medical Sonographer

Baccalaureate Degree
 > Career and Technical Education Teacher

Graduate or Prof. Degree
 > N/A

Student Testimonial
 "I focused on the health [science] CTE classes in high school. I enjoyed this area because it is something I'm interest in doing as my career and further studying in college. The health area can be difficult and challenging. However, it is the most rewarding. There was never day that I didn't learn something new."
 Jamie Foster

HIGH SCHOOL TO POSTSECONDARY EDUCATION AND TRAINING

There are a number of options for education and training beyond high school, depending on your career goals.

12th Grade	1-Year Certificate	2-Year Associate or Technical Degree	4-Year Bachelor's Degree	More Graduate or Prof. Degree
Certificates are awarded upon the successful completion of a brief course of study, usually one year or less. Upon completion of a course of study, a certificate does not require any further action to retain. In high school a variety of certificates can be earned.		An academic degree is an award for the completion of a program or course of study over multiple years at postsecondary education institutions. In 2015-2016, 73 percent of secondary students who concentrated in a CTE Career Pathway placed in postsecondary education, advanced training, military service or employment (October 1-December 31).		

Utah Business and Industry Facts
 According to the Utah Department of Workforce Services, there are 109 hospitals throughout the state with more than 50,000 employees.
 Throughout Utah, 5,325 individuals are employed as medical secretaries. The median annual salary for a medical secretary is \$25,750.

CTE Skill Certificates
 Competency-based student assessments, measured by core standards and competencies needed to be successful in the workforce.

In 2015-2016, 96,190 CTE skill certificates were awarded to high school students. Students' knowledge and performance is demonstrated as part of the Skill Certificate process.

UtahFutures: College and Career Planning
 Visit UtahFutures.org for salary projections, labor market demand, and training options.

In 2015-2016, the graduation rate for students who concentrated in a CTE Career Pathway was 96.6 percent, compared to Utah's statewide graduation rate of 85 percent.