

Jump Start 2.0 Associate of Applied Science: Business Office Administration Medical Office Concentration

Postsecondary Partner: Central Louisiana Technical Community College

Overview

The A.A.S. in Business Office Administration, Medical Office Concentration prepares individuals to work in a variety of healthcare settings as medical coders or billing and reimbursement specialists.

Capstone Credentials

Regional (Emerging)	Basic	Advanced	Fast Forward Advanced Plus
-Career and Technical Certificate: Customer Service Representative	-Certificate of Technical Studies: Medical Office Specialist -Certificate of Technical Studies: Medical Records/Billing Clerk -Certificate of Technical Studies: Customer Service Representative	-Technical Diploma: Business Office Technology Medical Office Concentration	-Associate of Applied Science: Business Office Administration Medical Office Concentration

**Core Academic Course
**Jump Start CTE Course*

Grade 9	
Semester 1	Semester 2
*English I 120331	*American Government 220502
*Math Essentials 160351	*Algebra I 160321
**Computer Literacy and Applications CPTR 1002/ DE Intro to Bus Comp Apps 850039	**Word Processing ISYS 1440/ DE Word Processing 040203
*Physical Education I 190105	*Physical Science 150802

Grade 10	
Semester 1	Semester 2
*English II 120332	*Biology 150301
*Geometry 160323	*U.S. History 220403
**Entrepreneurship I 041038	*½ Physical Education II 190106 ½ Health Education 190500
**Technical Reading and Writing 125010	** Principles of Accounting I Accounting I 850002

Additional and/or equivalent TOPS core aligned courses can be found in Bulletin 741.

Grade 11			
Semester 1		Semester 2	
Postsecondary Course	LDOE Course/Code	Postsecondary Course	LDOE Course/Code
*Business Mathematics BUSM 1050	*DE Business Math 040307	*Business English BUSE 1030	*DE Business English 125020
**Customer Service CSRV 1000	**DE Customer Service 041001	**Keyboarding KYBD 1010	**DE Keyboarding 040229
**Freshman Seminar ORNT 1000	**DE Freshman Seminar 890204	Records and Information Management BUSO 1100	**DE Records and Information Management 890402
*Computer Literacy & Applications CPTR 1002	*DE Business Computer Applications 040400 or Computer Science 061102	Medical Office Terminology BOTH 1300	**DE Medical Terminology 090151
**Introduction to Business BUSI 1030	**DE Introduction to Business 890400	**Word Processing ISYS 1440	**DE Word Processing 040203
**Office Procedures OSYS 2530	**DE Office Procedures 890401	**Business Communications BUSE 1045	**DE Business Communications 040305

Grade 12			
Semester 1		Semester 2	
Postsecondary Course	LDOE Course/Code	Postsecondary Course	LDOE Course/Code
*English Composition I ENGL 1010	*English IV: DE - CENL 1013 English Composition I 120606	**General Body Structure BOTH 1120	**Basic Body Structure And Function 155020
Math Elective	TBD by course selected	**Intro to Financial Accounting ACCT 2100	**Accounting II 040101
**Admin. Procedures for Medical Offices BOTH 1210	**Information Management for Allied Health Professionals 090550	**Medical Office Transcription BOTH 2110	**Medical Terminology II 090152
**ICD Coding BOTH 1240	**Basic Coding I 090500	**Insurance Billing BOTH 1230	**Advanced CPT Coding 090530
**CPT/HCPSC Coding BOTH 1250	**Basic CPT Coding 090520	**Job Seeking Skills JOBS 2450	**DE Job Seeking Skills 890421
Behavioral/Social Science Elective	TBD by course selected	Natural Science Elective	TBD by course selected
Humanities Elective	TBD by course selected		

This pathway framework is an outline of how the approved courses can be implemented. Schools may opt to rearrange the order of course sequencing in order to meet local scheduling requirements. Additionally, Fast Forward pathways are dynamic and the Jump Start Review Panel will consider course equivalents on an as needed basis.