PATHWAYS
Medical Office Assistant (A.A.S. Degree)
FALL 2014-SPRING 2015

REMEDIAL SEQUENCE (if required)
☐ ESL 1 (8) ☐ ESL 2 (6) ☐ ESL 3 (6) ☐ ENG 9 (4)
☐ ENG 1 (4) ☐ ENG 2 (4)
☐ RDL 1 (5) ☐ RDL 2 (5)
☐ MTH 1 (4) ☐ MTH 5 (6)
☐ CHM 2 (4)

GRADUATION REQUIREMENTS
☐ CAT-R ☐ CAT-W ☐ CAT-M ☐ GPA ≥ 2.0
☐ Writing Intensive 1 ☐ Writing Intensive 2

FRESHMAN REQUIREMENT
☐ FYS 11 / OCD 1

1Students must select two 3-credit courses that fulfill Pathways Flexible Core B, C or E (no more than one course in each Core area).
Flexible Core B: COMM 20, ECO 12, HIS 20, HIS 23, HIS 24, HIS 51, POL 11, and POL 41
Flexible Core C: ART 11, ART 12, ART 55, ART 56, COMM 26, FRN 122, ITL 122, MUS 11, MUS 12, SPN 125, SPN 130, and SPN 131
Flexible Core E: BIO 20/HLT 20

2Students who have completed MTH 6 (or three years high school mathematics) and intend to transfer to a four-year college may take BUS 41 instead of BUS 111.

3Please note that the prerequisite for DAT 36 Microcomputer Spreadsheet Applications is DAT 10, DAT 30, DAT 33, or departmental approval. Student should check with Department before enrolling in prerequisite.

4Completion of BIO 21 and BIO 22 is required prior to registering for these courses as well as permission of the Medical Office Assistant Program Curriculum Coordinator.

NOTE: The program articulates with SUNY Empire State College, including Business, Management and Economics, and Interdisciplinary Studies baccalaureate programs.

REQUIRED COMMON CORE (course list available online)

A ☐ English Composition
   ENG 10 Fundamentals of Composition and Rhetoric OR ENG 11 Composition and Rhetoric 3

B ☐ Mathematical and Quantitative Reasoning
   MTH 21 Survey of Mathematics I OR MTH 23 Probability and Statistics 3

C ☐ Life and Physical Sciences
   BIO 21 The Human Body 4

Subtotal: 10

FLEXIBLE COMMON CORE (course list available online)

A ☐ World Cultures and Global Issues
   HIS 10 History of the Modern World OR
   HIS 11 Introduction to the Modern World 3

B ☐ US Experience in its Diversity1 OR
C ☐ Creative Expression1 OR
E ☐ Scientific World1 6

D ☐ Individual and Society
   COMM 11 Fundamentals of Interpersonal Communication 3

Subtotal: 12

REQUIRED AREA OF STUDY

A ☐ BUS 111 Applications of Mathematics for Business2
   □ DAT 36 Microcomputer Spreadsheet Applications3
   □ HLT 91 Critical Issues In Health 2
   □ LAW 45 Medical Law 3
   □ PEA Physical Education 1

Subtotal: 12

SPECIALIZATION REQUIREMENTS

A ☐ KEY 10 Keyboarding for Computers 1
   □ KEY 11 Document Formatting and Speed Development 2
   □ KEY 12 Advanced Document Production 2
   □ WPR 11 Transcription for Business 3
   □ WPR 21 Word Processing Applications 3
   □ BIO 22 Medical Terminology 2
   □ BIO 46 Clinical Techniques I 2
   □ BIO 47 Clinical Techniques II 2
   □ SEC 35 Medical Office Procedures & Management 2
   □ COM 31 Business Communications 3
   □ NMT 78 EKG – Interpretations and Techniques4 2
   □ NMT 79 Phlebotomy4 2

Subtotal: 26

TOTAL: 60