This curriculum is designed for students who would like to become Medical Office Assistants. They may work in physicians’ offices, hospitals, laboratories, and other health-related facilities. Students in the program are trained to transcribe recorded dictation of medical correspondence and case histories; complete computerized medical forms; maintain physicians’ financial, medical, and office records; prepare patients for medical examinations; perform basic clinical laboratory tests; and manage a medical office.

Curriculum Coordinator: Professor Howard A. Clampman

Medical Office Assistant Curriculum (Pathways)
60 Credits required for A.A.S. Degree

**Required Core**

A. English Composition
   • ENG 10 Fundamentals of Composition and Rhetoric OR ENG 11 Composition and Rhetoric I (3 Credits)

B. Mathematical and Quantitative Reasoning
   • MTH 21 Survey of Mathematics I OR MTH 23 Probability and Statistics (3 Credits)

C. Life and Physical Science
   • BIO 21 The Human Body (4 Credits)

**Flexible Core**

A. World Cultures and Global Issues
   • HIS 10 History of the Modern World OR HIS 11 Introduction to the Modern World (3 Credits)

D. Individual and Society
   • COMM 11 Fundamentals of Interpersonal Communication (3 Credits)

Choose two courses from Flexible Core A-E
(6 Credits)

**SUBTOTAL 22**

**Required Areas of Study**

- BUS 111 Applications of Mathematics for Business (3 Credits)
- DAT 36 Microcomputer Spreadsheet Applications (3 Credits)
- HLT 91 Critical Issues in Health (2 Credits)
- LAW 45 Medical Law (3 Credits)
- Free Elective (1 Credit)

**SUBTOTAL 12**

**Specialization Requirements**

- KEY 10 Keyboarding for Computers (1 Credit)
- KEY 11 Document Formatting and Speed Development (2 Credits)
- KEY 12 Advanced Document Production (2 Credits)

**SUBTOTAL 6**

1 Students must select two 3-credit courses that fulfill Flexible Core A-E (no more than one course in each Core area). In an effort to provide students with a well-rounded liberal learning experience, students are encouraged to fulfill this requirement by selecting courses from Flexible Core Areas B, C or E as these areas are not already required by this program.

2 Students who have completed MTH 06 (or three years high school mathematics) and intend to transfer to a four-year college may take BUS 41 instead of BUS 111.

3 Completion of BIO 22 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, Business, Management and Economics and Interdisciplinary Studies baccalaureate programs.