Major Requirements

- **BIO 22** Medical Terminology (2 Credits)
- **BIO 46** Clinical Techniques I (2 Credits)
- **BIO 47** Clinical Techniques II (2 Credits)
- **BUS 111** Applications of Mathematics for Business (3 Credits)
- **COM 31** Business Communications (3 Credits)
- **DAT 33** Microcomputer Applications (2 Credits)
- **DAT 36** Microcomputer Spreadsheet Applications (3 Credits)
- **FYS 11** First Year Seminar (1 credit)
- **HLT 91** Critical Issues In Health (2 Credits)
- **KEY 10** Keyboarding for Computers (1 Credit)
- **KEY 11** Document Formatting and Speed Development (2 Credits)
- **LAW 45** Medical Law (3 Credits)
- **NMT 78** EKG – Interpretations and Techniques (2 Credits)
- **NMT 79** Phlebotomy (2 Credits)
- **SEC 35** Medical Office Procedures and Management (2 Credits)
- **WPR 11** Transcription for Business (3 Credits)
- **WPR 21** Word Processing Applications (3 Credits)

**SUBTOTAL 38**

**TOTAL 60** Credits required for AAS Degree

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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.

4. Students must take FYS 11 prior to earning 24 equated or degree credits. Students who have earned 24 or more equated or degree credits are permitted to use the one credit as a free elective. It is highly recommended that students take FYS 11 in their first or second semester.

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