

# PATHWAYS

## Medical Office Assistant (A.A.S. Degree)

FALL 2015-SPRING 2016

### REMEDIAL SEQUENCE (if required)

<input type="checkbox"/> ESL 1 (8) ▶▶	<input type="checkbox"/> ESL 2 (6) ▶▶	<input type="checkbox"/> ESL 3 (6) ▶▶	<input type="checkbox"/> ENG 9 (4)
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<input type="checkbox"/> ENG 1 (4) ▶▶	<input type="checkbox"/> ENG 2 (4)
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<input type="checkbox"/> RDL 1 (4) ▶▶	<input type="checkbox"/> RDL 2 (6)
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<input type="checkbox"/> MTH 1 (4) ▶▶	<input type="checkbox"/> MTH 5 (6)
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<input type="checkbox"/> CHM 2 (4)
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### GRADUATION REQUIREMENTS

<input type="checkbox"/> CAT-R	<input type="checkbox"/> CAT-W	<input type="checkbox"/> CAT-M	<input type="checkbox"/> GPA ≥ 2.0
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<input type="checkbox"/> Writing Intensive 1	<input type="checkbox"/> Writing Intensive 2
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### FRESHMEN SEMINAR

<input type="checkbox"/> FYS 11 / OCD 1
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<sup>1</sup>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.

<sup>2</sup>Students 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.

<sup>3</sup>Please 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.

<sup>4</sup>Completion 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

<input type="checkbox"/> A	English Composition ENG 10 Fundamentals of Composition and Rhetoric OR ENG 11 Composition and Rhetoric	3
<input type="checkbox"/> B	Mathematical and Quantitative Reasoning MTH 21 Survey of Mathematics I OR MTH 23 Probability and Statistics	3
<input type="checkbox"/> C	Life and Physical Sciences BIO 21 The Human Body	4
<b>Subtotal:</b>		<b>10</b>

### FLEXIBLE COMMON CORE (Course list at: <http://www.bcc.cuny.edu/pathways/?p=Flexible-Common-Core>)

<input type="checkbox"/> A	World Cultures and Global Issues HIS 10 History of the Modern World OR HIS 11 Introduction to the Modern World	3
<input type="checkbox"/> D	Individual and Society COMM 11 Fundamentals of Interpersonal Communication	3
<input type="checkbox"/>	Select two additional courses from Flexible Core A-E <sup>1</sup>	6
<b>Subtotal:</b>		<b>12</b>

### REQUIRED AREA OF STUDY

<input type="checkbox"/> BUS 111	Applications of Mathematics for Business <sup>2</sup>	3
<input type="checkbox"/> DAT 36	Microcomputer Spreadsheet Applications <sup>3</sup>	3
<input type="checkbox"/> HLT 91	Critical Issues In Health	2
<input type="checkbox"/> LAW 45	Medical Law	3
<input type="checkbox"/> ELEC	Free Elective	1
<b>Subtotal:</b>		<b>12</b>

### SPECIALIZATION REQUIREMENTS

<input type="checkbox"/> KEY 10	Keyboarding for Computers	1
<input type="checkbox"/> KEY 11	Document Formatting and Speed Development	2
<input type="checkbox"/> KEY 12	Advanced Document Production	2
<input type="checkbox"/> WPR 11	Transcription for Business	3
<input type="checkbox"/> WPR 21	Word Processing Applications	3
<input type="checkbox"/> BIO 22	Medical Terminology	2
<input type="checkbox"/> BIO 46	Clinical Techniques I	2
<input type="checkbox"/> BIO 47	Clinical Techniques II	2
<input type="checkbox"/> SEC 35	Medical Office Procedures & Management	2
<input type="checkbox"/> COM 31	Business Communications	3
<input type="checkbox"/> NMT 78	EKG – Interpretations and Techniques <sup>4</sup>	2
<input type="checkbox"/> NMT 79	Phlebotomy <sup>3</sup>	2
<b>Subtotal:</b>		<b>26</b>
<b>TOTAL :</b>		<b>60</b>