

# PATHWAYS

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

FALL 2016-SPRING 2017

### REMEDIAL SEQUENCE (if required)

ESL 1 (8) ▶▶  ESL 2 (6) ▶▶  ESL 3 (6) ▶▶  ENG 9 (4)

ENG 1 (4) ▶▶  ENG 2 (4)

RDL 1 (4) ▶▶  RDL 2 (6)

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

### REQUIRED FRESHMEN SEMINAR

FYS 11

<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.

<sup>5</sup> Students must take FYS 11 prior to earning 24 degree or equated credits. Students who have earned 24 or more degree or equated 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.

### 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>

### MAJOR REQUIREMENTS

<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"/> BUS 111	Applications of Mathematics for Business <sup>2</sup>	3
<input type="checkbox"/> COM 31	Business Communications	3
<input type="checkbox"/> DAT 36	Microcomputer Spreadsheet Applications <sup>3</sup>	3
<input type="checkbox"/> FYS 11	First Year Seminar <sup>5</sup>	1
<input type="checkbox"/> HLT 91	Critical Issues In Health	2
<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"/> LAW 45	Medical Law	3
<input type="checkbox"/> NMT 78	EKG – Interpretations and Techniques <sup>4</sup>	2
<input type="checkbox"/> NMT 79	Phlebotomy <sup>3</sup>	2
<input type="checkbox"/> SEC 35	Medical Office Procedures & Management	2
<input type="checkbox"/> WPR 11	Transcription for Business	3
<input type="checkbox"/> WPR 21	Word Processing Applications	3
<b>Subtotal:</b>		<b>38</b>
<b>TOTAL :</b>		<b>60</b>