### Medical Office Assistant (A.A.S. Degree)  
**FALL 2018-SPRING 2019**

**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 FRESHMAN SEMINAR**
- [ ] FYS 11

**REQUIRED COMMON CORE**
- [ ] A English Composition  
  - ENG 110 Fundamentals of Composition and Rhetoric OR ENG 111 Composition and Rhetoric  
  - 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 Sciences  
  - BIO 21 The Human Body  
  - 4 credits

**FLEXIBLE COMMON CORE**  
(Course list at: [http://www.bcc.cuny.edu/pathways/?p=Flexible-Common-Core](http://www.bcc.cuny.edu/pathways/?p=Flexible-Common-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

**SELECT two additional courses from Flexible Core A-E**
- 6 credits

**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  
  - 3 credits
- [ ] HLT 91 Critical Issues In Health  
  - 1 credit
- [ ] 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 & Management  
  - 2 credits
- [ ] WPR 11 Transcription for Business  
  - 3 credits
- [ ] WPR 21 Word Processing Applications  
  - 3 credits

**Subtotal:** 38 credits  
**TOTAL:** 60 credits

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

3. 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.

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

4. 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.