

PATHWAYS

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

FALL 2014-SPRING 2015

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 (5) ▶▶	<input type="checkbox"/> RDL 2 (5)
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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)

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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FRESHMAN REQUIREMENT

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

¹Students must select two 3-credit courses that fulfill Pathways Flexible Core B, C or E (no more than one course in each Core area).

Flexible Core B: COMM 20, ECO 12, HIS 20, HIS 23, HIS 24, HIS 51, POL 11, and POL 41

Flexible Core C: ART 11, ART 12, ART 55, ART 56, COMM 26, FRN 122, ITL 122, MUS 11, MUS 12, SPN 125, SPN 130, and SPN 131

Flexible Core E: BIO 20/HLT 20

²Students 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.

³Please 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.

⁴Completion 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 (course list available online)

<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
Subtotal:		10

FLEXIBLE COMMON CORE (course list available online)

<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"/> B	US Experience in its Diversity ¹ OR	6
<input type="checkbox"/> C	Creative Expression ¹ OR	
<input type="checkbox"/> E	Scientific World ¹	
<input type="checkbox"/> D	Individual and Society COMM 11 Fundamentals of Interpersonal Communication	3
Subtotal:		12

REQUIRED AREA OF STUDY

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

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 ⁴	2
<input type="checkbox"/> NMT 79	Phlebotomy ³	2
Subtotal:		26
TOTAL :		60