

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

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

<input type="checkbox"/> GPA ≥ 2.0	<input type="checkbox"/> Writing Intensive 1	<input type="checkbox"/> Writing Intensive 2
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## FRESHMAN SEMINAR

<input type="checkbox"/> FYS 11 <sup>3</sup>
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## PATHWAYS REQUIRED CORE (course list available online)

<input type="checkbox"/> A	English Composition ENG 110/111	3
<input type="checkbox"/> B	Mathematical and Quantitative Reasoning MTH 21/23 <sup>4</sup>	3
<input type="checkbox"/> C	Life and Physical Sciences BIO 21	4

## PATHWAYS FLEXIBLE CORE (course list available online)

<input type="checkbox"/> A	World Cultures and Global Issues HIS 10/11 <sup>5</sup>	3
<input type="checkbox"/> D	Individual and Society COMM 11	3
<input type="checkbox"/> A-E <sup>6</sup>	Select two 3 credit courses from Flexible Core A-E <sup>6</sup>	6

Pathways Total: 22

<sup>1</sup>Students with prior ENG 1/RDL 1 placements (or English Proficiency Index < 50) will now take ENG 4 or RDL 4. Passing ENG 4 or RDL 4 will allow them to register for ENG 110.

<sup>2</sup>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.

<sup>3</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. This requirement will be waived for students who have earned 24 or more degree or equated credits at BCC or another college and transfer into this program.

<sup>4</sup>Students with prior MTH 5 placement (or Math Proficiency Index of 40 to 59) may now take MTH 20. Passing MTH 20 is equivalent to MTH 23.

<sup>5</sup>Reserved for students who have English remedial need and enroll in ENG 2, RDL 2, or ENG 110 as a corequisite.

<sup>6</sup>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>7</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.

## RECOMMENDED 2-YEAR ACADEMIC PLAN

### SEMESTER I Freshman

		Credits
<input type="checkbox"/> ENG 110 <sup>1</sup> OR ENG 111	Fundamentals of Composition and Rhetoric <sup>1</sup> OR Composition and Rhetoric I (Required Core A)	3
<input type="checkbox"/> BIO 22	Medical Terminology	2
<input type="checkbox"/> COMM 11	Fundamental of Interpersonal Communication (Flexible Core D)	3
<input type="checkbox"/> BUS 111 <sup>2</sup>	Applications of Mathematics for Business <sup>2</sup>	3
<input type="checkbox"/> HLT 91	Critical Issues in Health	2
<input type="checkbox"/> KEY 10	Keyboarding for Computers	1
<input type="checkbox"/> FYS 11 <sup>3</sup>	First Year Seminar <sup>3</sup>	0-1
<b>Subtotal:</b>		<b>14-15</b>

### SEMESTER II Freshman

<input type="checkbox"/> KEY 11	Document Formatting and Speed Development	2
<input type="checkbox"/> WPR 11	Transcription for Business	3
<input type="checkbox"/> WPR 21	Word Processing Applications	3
<input type="checkbox"/> BIO 21	The Human Body (Required Core C)	4
<input type="checkbox"/> MTH 21 OR MTH 23 <sup>4</sup>	Survey of Mathematics I OR Probability and Quantitative Reasoning (Required Core B)	3
<b>Subtotal:</b>		<b>15</b>

### SEMESTER III Sophomore

<input type="checkbox"/> DAT 33	Microcomputer Applications	2
<input type="checkbox"/> HIS 10 OR HIS 11 <sup>5</sup>	History of the Modern World OR Introduction to the Modern World <sup>5</sup>	3
<input type="checkbox"/> Flexible Core A-E <sup>6</sup>	Select ONE course from any Flexible Core A-E <sup>6</sup>	3
<input type="checkbox"/> BIO 46	Clinical Techniques	2
<input type="checkbox"/> LAW 45	Medical Law	3
<input type="checkbox"/> NMT 78 <sup>7</sup>	EKG- Interpretation and Techniques <sup>7</sup>	2
<b>Subtotal:</b>		<b>15</b>

### SEMESTER IV Sophomore

<input type="checkbox"/> SEC 35	Medical Office Procedures and Management	2
<input type="checkbox"/> DAT 36	Microcomputer Spreadsheet Applications	3
<input type="checkbox"/> BIO 47	Clinical Techniques II	2
<input type="checkbox"/> COM 31	Business Communications	2
<input type="checkbox"/> Flexible Core A-E <sup>6</sup>	Select ONE course from a different Flexible Core Area <sup>6</sup>	3
<input type="checkbox"/> NMT 79 <sup>7</sup>	Phlebotomy <sup>7</sup>	3
<b>Subtotal:</b>		<b>15</b>

**TOTAL: 60**