

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

FALL 2022-SPRING 2023

REMEDIAL SEQUENCE (if required)

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

ENG 1¹ (4) ▶▶ ENG 2¹ (4)

RDL 1¹ (4) ▶▶ RDL 2¹ (6)

MTH 1² (4) ▶▶ MTH 5² (6)

CHM 2 (4)

GRADUATION REQUIREMENTS

GPA ≥ 2.0 Writing Intensive 1 Writing Intensive 2

FRESHMAN SEMINAR

FYS 11⁶

¹ENG 1/ENG 2 & RDL 1/RDL 2 are no longer available. Students with ENG/RDL remedial needs will now enroll in corequisite course ENG 100 (If English Proficiency Index 0-49), OR ENG 110 (If English Proficiency Index is 50-64).

²MTH 1/MTH 5 are no longer available. Students with Math Proficiency Index of 59 OR lower may now enroll in corequisite course MTH 21.5 OR MTH 23.5. Students with 39 OR lower MPI are strongly encouraged to enroll in Math Start/CUNY Start.

³ For students who have also enrolled in ENG 110 as a corequisite course.

⁴In 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.

⁵Students who intend to transfer to a four-year college may take BUS 41 instead of BUS 111.

⁶Students 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.

⁷Completion 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 I ¹ & II ENG 100 ¹ OR ENG 110 ¹ OR ENG 111; AND ENG 112 OR ENG 113 OR ENG 114 OR ENG 115 OR ENG 116	3
<input type="checkbox"/> B	Mathematical and Quantitative Reasoning ² MTH 21 OR MTH 21.5 ² OR MTH 23 OR MTH 23.5 ²	3
<input type="checkbox"/> C	Life and Physical Sciences BIO 21 The Human Body	4
Subtotal:		10

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 ³ 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 ⁴	6
Subtotal:		12

MAJOR REQUIREMENTS (See Degree map at: <http://www.bcc.cuny.edu/academics/academic-advising/degree-maps/> for semester-by-semester sequence)

<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 ⁵	Applications of Mathematics for Business ⁵	3
<input type="checkbox"/> COM 31	Business Communications	3
<input type="checkbox"/> DAT 33	Microcomputer Applications	2
<input type="checkbox"/> DAT 36	Microcomputer Spreadsheet Applications	3
<input type="checkbox"/> FYS 11 ⁶	First Year Seminar ⁶	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"/> LAW 45	Medical Law	3
<input type="checkbox"/> NMT 78 ⁷	EKG – Interpretations and Techniques ⁷	2
<input type="checkbox"/> NMT 79 ⁷	Phlebotomy ⁷	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
Subtotal:		38
TOTAL :		60