

# MEDICAL OFFICE ASSISTANT

Associate in Applied Science Degree | Career Program | Department of Business and Information Systems

## Program Description

This curriculum is designed for students who would like to become Medical Office Assistants. They may work in physicians' offices, hospitals, laboratories and other health-related facilities. Students in the program are trained to transcribe recorded dictation of medical correspondence and case histories; complete computerized medical forms; maintain physicians' financial, medical and office records; prepare patients for medical examinations; perform basic clinical laboratory tests; and manage a medical office.

## Learning Outcomes

Upon successful completion of the Medical Office Assistant program requirements, students will be able to:

1. Demonstrate effective business related written and oral communication skills.
2. Demonstrate proficiency in performing statistical calculations required in a business setting.
3. Utilize and incorporate business technology to produce advanced business documents and spreadsheets and databases.
4. Demonstrate the ability to efficiently perform medical laboratory procedures.

## MEDICAL OFFICE ASSISTANT CURRICULUM (PATHWAYS)

Curriculum Coordinator: Dr. Kwi Park-Kim

### Required Core

#### A. English Composition

- ENG 100 English Composition I: Integrated Reading and Writing *OR* ENG 110 English Composition I: Fundamentals of Writing and Rhetoric *OR* ENG 111 English Composition I: Writing and Rhetoric (3 Credits)

#### B. Mathematical and Quantitative Reasoning

- MTH 21<sup>1</sup> A Mathematical World *OR* MTH 21.5 A Mathematical World with Algebra *OR* MTH 23 Probability and Statistics *OR* MTH 23.5 Probability and Statistics with Algebra (3 Credits)

#### C. Life and Physical Science

- BIO 21 The Human Body (4 Credits)

### Flexible 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)

Choose two courses from Flexible Core A-E<sup>1</sup> (6 Credits)

**SUBTOTAL 22**

### Major Requirements

- BIO 22 Medical Terminology (2 Credits)
- BIO 46 Clinical Techniques I (2 Credits)
- BIO 47 Clinical Techniques II (2 Credits)
- BUS 111<sup>2</sup> 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<sup>4</sup> First Year Seminar (1 credit)
- HLT 91 Critical Issues In Health (2 Credits)
- KEY 10 Keyboarding for Computers (1 Credit)
- KEY 11 Document Formatting and Speed Development (2 Credits)
- LAW 45 Medical Law (3 Credits)
- NMT 78<sup>3</sup> EKG – Interpretations and Techniques (2 Credits)
- NMT 79<sup>3</sup> Phlebotomy (2 Credits)
- SEC 35 Medical Office Procedures and Management (2 Credits)
- WPR 11 Transcription for Business (3 Credits)
- WPR 21 Word Processing Applications (3 Credits)

**SUBTOTAL 38**

**TOTAL 60 Credits required for AAS Degree**

<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 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> Completion of BIO 22 and BIO 22 is required prior to registering for these courses as well as permission of the Medical Office Assistant Program Curriculum Coordinator.

<sup>4</sup> Students must take FYS 11 prior to earning 24 equated or degree credits. Students who have earned 24 or more equated or degree 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, Business, Management and Economics and Interdisciplinary Studies baccalaureate programs.**