

MEDICAL OFFICE ASSISTANT

A.A.S. Degree*

¹ Students with English Proficiency Index (EPI) of 0-49 enroll in corequisite course ENG 100. Students with EPI of 50-64 enroll in corequisite course ENG 110. Students with EPI of at least 65 (or other English proficiency qualification) enroll in ENG 111. Students with ESL need should take appropriate ESL course/s (Sequence: ESL 01 > 02 > 03 > 09) before enrolling in ENG 110.

² Students who have completed three years high school mathematics and intend to transfer to a four-year college may take BUS 41 instead of BUS 111.

³ It is highly recommended that students take FYS 11 in their first or second semester prior to earning 24 credits. This requirement will be waived for students who have earned 24 or more degree or equated credits at BCC. Students transferring into the program with 24 or more degree or equated credits will also be exempt from FYS 11 and only required to complete 60 credits to graduate.

⁴ Students with Math Proficiency Index (MPI) of 0-59 enroll in corequisite course MTH 21.5 OR MTH 23.5. Students with MPI of 39 or lower are strongly encouraged to enroll in Math Start/CUNY Start.

⁵ HIS 11 is for students who enroll in ENG 110 as a corequisite.

⁶ 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. See [Common Core Pathways course listing](#).

⁷ 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.

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

***Note: In order to graduate, students must meet all requirements, including, completing all required courses with appropriate grades, completing two writing intensive courses, and earning a minimum GPA of 2.0, and [applying for graduation](#).**

SEMESTER I Freshman

	Prerequisite/Corequisite	
<input type="checkbox"/> Required Core A: English Composition I - ENG 100 Integrated Reading and Writing OR ENG 110 Fundamentals of Writing and Rhetoric OR ENG 111 Writing and Rhetoric ¹	See footnote ¹	3
<input type="checkbox"/> Flexible Core D: COMM 11 Fundamental of Interpersonal Communication	Corequisite: ENG 110, if required	3
<input type="checkbox"/> BIO 22 Medical Terminology	CUNY English Proficiency; or ENG 100 or ENG 110, if required	2
<input type="checkbox"/> BUS 111 Applications of Mathematics for Business ²	Corequisite: MTH 23.5 or MTH 28.5, if required	3
<input type="checkbox"/> HLT 91 Critical Issues in Health	Corequisite: ENG 100, if required	2
<input type="checkbox"/> KEY 10 Keyboarding for Computers	None	1
<input type="checkbox"/> FYS 11 First Year Seminar ³	None	1
Subtotal:		15

SEMESTER II Freshman

	Prerequisite/Corequisite	
<input type="checkbox"/> Required Core B: MTH 21 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 ⁴	See footnote ⁴	3
<input type="checkbox"/> Required Core C: BIO 21 The Human Body	CUNY English Proficiency; or ENG 100 or ENG 110, if required	4
<input type="checkbox"/> KEY 11 Document Formatting and Speed Development	KEY 10 or dept. approval Corequisite: ENG 100, if required	2
<input type="checkbox"/> WPR 11 Transcription for Business	KEY 10; Corequisites: ENG 110 or 111 and KEY 11; or dept. approval	3
<input type="checkbox"/> WPR 21 Word Processing Applications	KEY 10; Corequisite: KEY 11	3
Subtotal:		15

SEMESTER III Sophomore

	Prerequisite/Corequisite	
<input type="checkbox"/> Flexible Core A: HIS 10 History of the Modern World OR HIS 11 Introduction to the Modern World ⁵	See catalog	3
<input type="checkbox"/> Flexible Core A-E: Select ONE course from Flexible Core A-E ⁶	See catalog ⁶	3
<input type="checkbox"/> BIO 46 Clinical Techniques	BIO 18 or BIO 21 and BIO 22	2
<input type="checkbox"/> DAT 33 Microcomputer Applications	Corequisites: ENG 100, if required; and MTH 23.5 or 28.5, if required	2
<input type="checkbox"/> LAW 45 Medical Law	Corequisite: ENG 110, if required	3
<input type="checkbox"/> NMT 78 EKG - Interpretation and Techniques ⁷	BIO 21 and BIO 22 and approval	2
Subtotal:		15

SEMESTER IV Sophomore

	Prerequisite/Corequisite	
<input type="checkbox"/> Flexible Core A-E: Select ONE additional course from Flexible Core A-E ⁶	See catalog ⁶	3
<input type="checkbox"/> BIO 47 Clinical Techniques II	BIO 18 and BIO 22; or BIO 21 and BIO 22; or BIO 11	2
<input type="checkbox"/> COM 31 Business Communications	ENG 100, 110, or 111	2
<input type="checkbox"/> DAT 36 Microcomputer Spreadsheet Applications	DAT 10 or DAT 30 or DAT 33 or dept. approval	3
<input type="checkbox"/> NMT 79 Phlebotomy ⁶	BIO 21 and BIO 22 and approval of program coordinator	3
<input type="checkbox"/> SEC 35 Medical Office Procedures and Management	KEY 11 and WPR 11; or dept. approval	2
Subtotal:		15

TOTAL: 60