

MEDICAL OFFICE ASSISTANT

A.A.S. Degree*

¹Students 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.

²HIS 11 is only for students who enroll in ENG 110 as a corequisite.

³Students accepted into the apprenticeship opportunities will enroll in a combination of CWE 41, CWE 42 and CWE 43 in place of COM 31, CWE 31, DAT 36 and KEY 10. If students have completed any or all of these courses prior to participating in the apprenticeship, alternative course substitutions may be determined.

⁴It 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.

⁵Students 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.

⁶CWE 31 is a two (2) credit course. Students should enroll in CWE 31 one year before graduating or when they have completed 30 credits towards their degree. Students should see the CWE 31 Coordinator in the Department of Business and Information Systems, during their second semester. Students who are employed full-time are not required to complete the internship portion of CWE 31, provided their employer agrees to participate in course-related surveys. Permission must be obtained from the CWE 31 Coordinator or Department Chairperson by submitting documentation of current full-time employment College. WorkStudy assignments within CUNY may not be used as substitutes for the CWE internship.

***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	
☐ 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
☐ Flexible Core A: HIS 10 History of the Modern World OR HIS 11 Introduction to the Modern World ² OR SPN 108 Spanish for Health Professions	See catalog	3
☐ BIO 22 Medical Terminology	CUNY English Proficiency; or ENG 100 or ENG 110, if required	2
☐ Required Core C: BIO 23 Human Anatomy and Physiology I	CUNY English Proficiency; or ENG 100 or 110 if required; and CUNY Math Proficiency; or MTH 23.5 or 28.5, if required	4
☐ HLT 91 Critical Issues in Health	Corequisite: ENG 100, if required	2
☐ KEY 10 Keyboarding for Computers ³	None	1
☐ FYS 11 First Year Seminar ⁴	None	1
Subtotal:		16

SEMESTER II Freshman

	Prerequisite/Corequisite	
☐ 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 ⁵	See footnote ⁴	3
☐ Flexible Core E: BIO 24 Human Anatomy and Physiology II	BIO 23	4
☐ MED 11 Medical Billing and Coding	BIO 22	3
☐ MED 12 Healthcare Information Management	BIO 22; Corequisite: SEC 35	3
☐ BUS 110 Introduction to Business Fundamentals	Corequisite: ENG 110, if required; MTH 23.5 or MTH 28.5, if required; and DAT 10 or DAT 33	3
Subtotal:		15

SEMESTER III Sophomore

	Prerequisite/Corequisite	
☐ Flexible Core D: COMM 11 Fundamental of Interpersonal Communication	Corequisite: ENG 110, if required	3
☐ CWE 31 Cooperative Work Experience ^{2,6}	BUS 110 or BUS 51 or LAW 17, and 30 credits with 2.00 GPA, or dept. approval	2
☐ BIO 46 Clinical Techniques	BIO 18 or BIO 23 and BIO 22	2
☐ DAT 33 Microcomputer Applications	Corequisites: ENG 100, if required; and MTH 23.5 or 28.5, if required	2
☐ LAW 45 Medical Law	Corequisite: ENG 110, if required	3
☐ EKG 78 EKG - Interpretation and Techniques ⁷	BIO 24 and enrollment in MOA or Health Sciences curriculum	2
Subtotal:		14

SEMESTER IV Sophomore

	Prerequisite/Corequisite	
☐ BIO 47 Clinical Techniques II	BIO 18 and BIO 22; or BIO 23 and BIO 22; or BIO 11	2
☐ COM 31 Business Communications ²	BUS 110 and ENG 100, 110, or 111	3
☐ SEC 35 Medical Office Procedures and Management	BIO 22 or dept. permission	2
☐ MED 13 Patient Care Coordination	BIO 22; Corequisite: LAW 45	3
☐ PLB 79 Phlebotomy ⁶	BIO 24 and enrollment in MOA or Health Sciences curriculum	2
☐ WPR 21 Word Processing Applications	KEY 10	2
Subtotal:		14

TOTAL: 60