

MEDICAL OFFICE ASSISTANT

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

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.

Curriculum Coordinator: Professor Howard A. Clampman

Medical Office Assistant Curriculum (Pathways)

Required Core

A. English Composition

- ENG 110 Fundamentals of Composition and Rhetoric
OR ENG 111 Composition and Rhetoric I (3 Credits)

B. Mathematical and Quantitative Reasoning

- MTH 21 Survey of Mathematics I OR
MTH 23 Probability and Statistics (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-E¹ (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 111² 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 11⁴ 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 78³ EKG - Interpretations and
Techniques (2 Credits)
- NMT 79³ 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

¹ 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.

² 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.

³ 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.

⁴ 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.