

**Genesee Community College**  
 720–Medical Administrative Assistant–A.A.S.  
 SEMESTER COURSE PLANNING WORKSHEET  
 2007-2008

<b>Suggested First Semester</b>	<b>Credits</b>	<b>Suggested Second Semester</b>	<b>Credits</b>
ENG101 (By Placement)	3	ENG105 or ENG102	3
OFT101	3	OFT102	3
OFT116	3	OFT210	3
BUS106	3	OFT244	3
ACC106 or ACC101	3	CIS116*	3
HEALTH/PE/REC	1		
HEALTH/PE/REC	1		
<b>Total</b>	<b>17</b>	<b>Total</b>	<b>15</b>
<b>Suggested Third Semester</b>	<b>Credits</b>	<b>Suggested Fourth Semester</b>	<b>Credits</b>
OFT135	3	BUS217	3
CIS120	3	OFT201	3
BUS214	3	OFT260	3
SOC SCIENCE/HISTORY ELECTIVE	3	ARTS/HUMANITIES ELECTIVE	3
BIO102	3	SOC SCIENCE/HISTORY ELECTIVE	3
LIBERAL ARTS ELECTIVE	3		
<b>Total</b>	<b>18</b>	<b>Total</b>	<b>15</b>

<p><i>*NOTE: If a student has no prior or very limited computer experience upon entering this program, it is recommended that they take CIS102, Intro to Computers, during their first semester.</i></p>
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**General Curriculum Information**

**English (by placement):** Satisfactory completion of the writing skills exam is a prerequisite for ENG101. Students who do not satisfactorily complete the writing exam must register for ENG091 and/or ENG100 prior to completing their six (6) hour English sequence.

**Mathematics (by placement):** Mathematics placement is based on the ACT, ASSET, or COMPASS placement test.

**Reading Proficiency Requirement:** All students will be required to demonstrate proficiency in reading through testing prior to earning a degree or certificate. Students who do not meet the required standard will be expected to begin remediation immediately.

**Advanced Placement Credits:** Advanced placement credit is available in this program for any student having previous experience in keyboarding. Examinations are given at least once a year in keyboarding.

<b>720</b>	<b>Degree Requirements for Medical Administrative Assistant</b>	<b>A.A.S.</b>
<b>2007-2008</b>		
<b>1</b>	<b>COMMUNICATIONS</b>	<b>6</b>
	ENG101 English Communications 1	3
	ENG102 English Communications 2 <b>or</b> ENG105 Writing in Humanities	3
<b>2</b>	<b>FINE ARTS/HUMANITIES/LANGUAGE</b>	<b>3</b>
	Select one: ART101, ART103, ART104, ART105, ART110, ART114, ART123, ART127, COM103, ENG214, FRE101, FRE102, FRE201, FRE202, HUM147, HUM240, HUM242, HUM244, HUM245, HUM246, LIT201, LIT203, LIT210, LIT211, LIT213, LIT214/THE212, LIT215, LIT216, LIT217, LIT218, MUS101, MUS102, MUS103, MUS105, MUS110, MUS111, MUS201, MUS202, MUS203, PHI101, PHI102, PHI103, SPA101, SPA102, SPA201, SPA202, THE101, THE103, THE202, THE204, THE212	
<b>3</b>	<b>SOCIAL SCIENCE/HISTORY</b>	<b>6</b>
	Select two: ANT102, ART103, ART104, ECO101, ECO105, GEO101, HIS101, HIS102, HIS104, HIS105, HIS203, HIS204, HIS224, HIS225, HUS101, POS101, POS103, POS105, POS203, PSY101, PSY102, PSY106, SOC101, SOC102, SOC103, SOC115, SOC240, THE202, THE204	3 3
<b>4</b>	<b>SCIENCE</b>	<b>3</b>
	BIO102 Human Biology	
<b>5</b>	<b>OFFICE TECHNOLOGY</b>	<b>42</b>
	ACC106 Basic Accounting <b>or</b> ACC101 Accounting 1	3
	OFT116 Medical Terminology	3
	BUS106 Business Communications	3
	BUS214 Management Principles	3
	CIS116 Microcomputer Applications	3
	CIS120 Advanced Microcomputer Applications	3
	OFT101 Keyboarding	3
	OFT102 Intermediate Keyboarding	3
	OFT201 Production Keyboarding	3
	OFT210 Medical Transcription	3
	OFT135 Medical Forms & Billing	3
	OFT244 Medical Office Systems	3
	OFT260 Desktop Publishing	3
	BUS217 Co-op Education	3
<b>6</b>	<b>HEALTH/PE/REC</b>	<b>2</b>
	HED***, PED***, REC***	
<b>7</b>	<b>LIBERAL ARTS</b>	<b>3</b>
	Select from: ANT102, ART101, ART103, ART104, ART105, ART110, ART114, ART123, ART127, ART209, ART210, ART214, ASL101, ASL102, ASL201, AST107, BIO100, BIO102, BIO104, BIO105, BIO108, BIO111, BIO114, BIO115, BIO116, BIO118, CHE100, CHE101, CHE102, COM103, ECO101, ECO105, ENG102, ENG105, ENG106, ENG214, FRE101, FRE102, FRE201, FRE202, GEO101, HIS101, HIS102, HIS104, HIS105, HIS109, HIS203, HIS204, HIS207, HIS211, HIS224, HIS225, HUM147, HUM240, HUM242, HUM244, HUM245, HUM246, HUS101, LIT201, LIT203, LIT210, LIT211, LIT212, LIT213, LIT214/THE212, LIT215, LIT216, LIT217, LIT218, MAT102, MAT117, MAT121, MAT122, MAT129, MAT130, MAT136, MAT137, MAT140, MAT141, MAT142, MAT245, MUS101, MUS102, MUS103, MUS105, MUS110, MUS111, MUS201, MUS202, MUS203, PHI101, PHI102, PHI103, PHY100, PHY121, PHY122, PHY131, PHY132, PHY133, POS101, POS103, POS105, POS107, POS203, PSY101, PSY102, PSY106, SOC101, SOC102, SOC103, SOC115, SOC240, SPA101, SPA102, SPA201, SPA202, SPE103, SPE108, SPE109, THE101, THE103, THE106, THE202, THE203, THE204, THE210, THE212	
	<b>TOTAL</b>	<b>65</b>
	<b>Reading &amp; Math Proficiency Required</b>	
	<b>Minimum QPI: 2.00</b>	

Revised: 2/20/04, 2/17/05, 3/10/06, 2/26/07