

**Genesee Community College**  
 720–Medical Administrative Assistant–A.A.S.  
 SEMESTER COURSE PLANNING WORKSHEET  
 2009-2010

<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>

*\*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.*

### 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>2009-2010</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: <a href="#"><u>SUNY Approved Arts course</u></a> <b>or</b> <a href="#"><u>SUNY Approved Humanities course</u></a> <b>or</b> <a href="#"><u>SUNY Approved Foreign Language course</u></a>	
<b>3</b>	<b>SOCIAL SCIENCE/HISTORY</b>	<b>6</b>
	Select two: <a href="#"><u>SUNY Approved Social Science course</u></a> <b>or</b> <a href="#"><u>SUNY Approved American History course</u></a> <b>or</b> <a href="#"><u>SUNY Approved Western Civilizations course</u></a> <b>or</b> <a href="#"><u>SUNY Approved World Civilizations course</u></a>	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: <a href="#"><u>SUNY Approved Social Science course</u></a> <b>or</b> <a href="#"><u>SUNY Approved Natural Science</u></a> <b>or</b> <a href="#"><u>SUNY Approved American History course</u></a> <b>or</b> <a href="#"><u>SUNY Approved Western Civilizations course</u></a> <b>or</b> <a href="#"><u>SUNY Approved World Civilizations course</u></a> <b>or</b> <a href="#"><u>SUNY Approved Humanities course</u></a> <b>or</b> <a href="#"><u>SUNY Approved Arts course</u></a> <b>or</b> <a href="#"><u>SUNY Approved Foreign Language course</u></a> <b>or</b> <a href="#"><u>SUNY Approved Mathematics course</u></a> , SPE103, SPE108, SPE109, or HUR101	
	<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, 1/26/09, 2/20/09