

Genesee Community College

720: Medical Administrative Assistant A A S Degree Requirements

Table

FALL 2019 to CURRENT

ITEM	REQUIREMENT	CREDITS	SEMESTER
1	GCC CORE (LIBERAL ARTS & SCIENCES) LOCAL GENERAL EDUCATION REQUIREMENTS	22	As Listed
1a	MATHEMATICS Proficiency met	0	N/A
1b	NATURAL SCIENCE BIO 102 Human Biology	3	2nd
1c	SOCIAL SCIENCE <u>Select one SUNY Approved Social Sciences Course</u>	3	1st
1d	HISTORY <u>Select one GCC Local General Education History Course</u>	3	4th
1e	HUMANITIES, ARTS, LANGUAGE <u>Select one SUNY Approved Humanities, The Arts, or Foreign Language Course</u> (Per Note 1)	3	4th
1f	BASIC COMMUNICATION 1 ENG 101 College Composition	3	1st
1g	BASIC COMMUNICATION 2 ENG 102, ENG 105, ENG 106, SPE 103, SPE 108, SPE 109, or HUR 101	3	2nd
1h	LIB ARTS & SCI ELECTIVE <u>Select one SUNY Approved Liberal Arts and Science Elective.</u>	3	3rd
1i	HEALTH/PE/ATH Select 1 credit from any HED, PED or ATH option	1	1st
2	PROGRAM REQUIREMENTS	42	As Listed
2a	ACC 101 Introduction to Financial Accounting or ACC 106 Basic Accounting Practices	3	3rd
2b	OFT 116 Medical Terminology	3	1st
2c	BUS 106 Business Communications	3	3rd
2d	BUS 214 Organizational Behavior	3	3rd
2e	CIS 116 Microcomputer Applications	3	2nd
2f	OFT 150 Introduction to Health Insurance	3	1st
2g	OFT 101 Keyboarding	3	1st
2h	OFT 102 Intermediate Keyboarding	3	2nd
2i	OFT 210 Medical Transcription (Spring Only)	3	4th
2j	OFT 155 Medical Coding 1	3	2nd

ITEM	REQUIREMENT	CREDITS	SEMESTER
2k	OFT 135 Medical Forms and Billing	3	3rd
2l	OFT 244 Medical Office Systems (Spring Only)	3	4th
2m	OFT 255 Medical Coding 2	3	3rd
2n	BUS 217 Co-op Education	3	4th
3	TOTAL CREDITS REQUIRED TO COMPLETE DEGREE	64	Upon Completion
3a	Semester 1 Total Credits	16	1st
3b	Semester 2 Total Credits	15	2nd
3c	Semester 3 Total Credits	18	3rd
3d	Semester 4 Total Credits	15	4th
4	GENERAL CURRICULUM INFORMATION	0	N/A
4a	Proficiency Requirements: As outlined in Procedure 321-Placement and Proficiency Requirements (click to see GCC Placement and Proficiency Guide for details), all students are required to demonstrate proficiency in reading, math, and writing skills prior to earning a college degree or certificate from Genesee Community College.	0	Prior to Completion
4b	Note 1: Students having obtained an 85 or higher on the Regents B exam or an 85 or higher on a regional exam aligned with the former regents at Checkpoint B have met the Language requirement and may select a language or an additional 3 credit SUNY General Education Elective .	0	As Appropriate
4c	Minimum QPI: 2.00	0	Prior to Completion