Genesee Community College

720: Medical Administrative Assistant A A S Degree Requirements Table

FALL 2024 to CURRENT

ITEM	REQUIREMENT	CREDITS	SEMESTER
1 – KNOWLEDGE & SKILL AREA	**MET BY**	**22**	**As Listed**
1.01 - COMMUNICATION W1	ENG 101 College Composition	3	1
1.02 - COMMUNICATION ORAL	Select one SUNY approved Oral Communication course	3	4
1.03 - MATHEMATICS	Select one SUNY approved Mathematics course	3	2
1.04 - NATURAL SCIENCE	BIO 102 Human Biology	3	2
1.05 - SOCIAL SCIENCE	PSY 104 Introduction to Psychology	3	1
1.06 - HISTORY, ENGAGEMENT, AWARENESS	Select one SUNY approved History, Engagement, Awareness course	3	4
1.07 - HUMANITIES, ARTS, LANG	Select one SUNY approved Humanities, Arts or World Language	3	4
1.08 - DIVERSITY (DEISJ)	Met by Social Science requirement	0	N/A
1.09 - HEALTH/PE/ATH	Select 1 credit from any HED, PED or ATH option	1	1
2 - PROGRAM REQUIREMENT	**MET BY**	**42**	**As Listed**
2.01 - Program Requirement	OFT 101 Keyboarding	3	1
2.02 - Program Requirement	OFT 116 Medical Terminology	3	1
2.03 - Program Requirement	OFT 150 Introduction to Health Insurance	3	1
2.04 - Program Requirement	CIS 117 Fundamentals of Business Computing	3	2
2.05 - Program Requirement	OFT 102 Intermediate Keyboarding	3	2
2.06 - Program Requirement	OFT 155 Medical Coding 1	3	2
2.07 - Program Requirement	ENG 107 Technical Writing	3	2
2.08 - Program Requirement	ACC 106 Basic Accounting Principles	3	3
2.09 - Program Requirement	BUS 106 Business Communications	3	3
2.10 - Program Requirement	BUS 214 Organizational Behavior	3	3

2.11 - Program Requirement	OFT 135 Medical Forms and Billing	3	3
2.12 - Program Requirement	OFT 255 Medical Coding 2	3	3
2.13 - Program Requirement	BUS 217 Co-op Education	3	4
2.14 - Program Requirement	OFT 244 Medical Office Systems (Spring Only)	3	4
3 - SEMESTER	**TOTAL CREDITS REQUIRED FOR DEGREE**	**64**	**Upon Completion**
3.1 - Semester 1	Semester 1 Total Credits	16	1
3.2 - Semester 2	Semester 2 Total Credits	18	2
3.3 - Semester 3	Semester 3 Total Credits	15	3
3.4 - Semester 4	Semester 4 Total Credits	15	4
4 - INFORMATIONAL NOTES	**GENERAL CURRICULUM INFORMATION**	**0**	**As Appropriate**
4.01 – Infused Competencies	Information Literacy: ENG 101 Critical Thinking: ENG 107, PSY 104 Technological Competency: CIS 117 Values & Ethics: BUS 214, PSY 104	0	Upon Completion
4.02 - 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
4.03 - GPA Requirement	**GPA of 2.0 Required for graduation**	0	Upon Completion