

**720: Medical Administrative Assistant A A S Degree Requirements Table**

FALL 2026 to CURRENT

ITEM	REQUIREMENT	CREDITS	SEMESTER
<b>1 – KNOWLEDGE &amp; SKILL AREA</b>	<b>MET BY</b>	<b>22</b>	<b>As Listed</b>
1.01 - COMMUNICATION W1	ENG 101 College Composition	3	1
1.02 - COMMUNICATION ORAL	<a href="#">Select one SUNY approved Oral Communication course</a>	3	4
1.03 - MATHEMATICS	<a href="#">Select one SUNY approved Mathematics course</a>	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	<a href="#">Select one SUNY approved History, Engagement, Awareness course</a>	3	4
1.07 - HUMANITIES, ARTS, LANG	<a href="#">Select one SUNY approved Humanities, Arts or World Language</a>	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
<b>2 - PROGRAM REQUIREMENT</b>	<b>MET BY</b>	<b>42</b>	<b>As Listed</b>
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
<b>3 - SEMESTER</b>	<b>TOTAL CREDITS REQUIRED FOR DEGREE</b>	<b>64</b>	<b>Upon Completion</b>
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
<b>4 - INFORMATIONAL NOTES</b>	<b>GENERAL CURRICULUM INFORMATION</b>	<b>0</b>	<b>As Appropriate</b>
<b>4.01 – Infused Competencies</b>	Information Literacy: ENG 101 Critical Thinking: ENG 107, PSY 104 Technological Competency: CIS 117 Values & Ethics: BUS 214, PSY 104 Civic Discourse: SEP 102, 108, 109, or HUS 102	0	Upon Completion
<b>4.02 - Proficiency Requirements</b>	As outlined in Procedure 321- Placement and Proficiency Requirements (click to see <a href="#">GCC Placement and Proficiency Guide</a> 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
<b>4.03 - GPA Requirement</b>	<b>GPA of 2.0 Required for graduation</b>	0	Upon Completion