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Fulton-Montgomery  
Community College

# COCAL

COLLABORATIVE CAREER LEARNING

2009-2010 Advisement Guidebook



[fmcc.suny.edu](http://fmcc.suny.edu)

# **COLLABORATIVE CAREER LEARNING (COCAL)**

**Fulton-Montgomery  
Community College  
Johnstown, NY 12095  
(518) 762-4651 x3502**

**A Unit of the State University of New York  
Sponsored by the Counties of  
Fulton and Montgomery**

*Fulton-Montgomery Community College is an equal opportunity, affirmative action institution. Programs and services at Fulton-Montgomery Community College are open to all without regard to age, sex, race, color, national origin, disability or sexual orientation.*

# **COCAL (Collaborative Career Learning)**

Students pursuing a degree or certificate program in Individual Studies may prepare for employment in the fields or subject areas listed in this guidebook. Course selection must be made with a COCAL advisor.

Accounting Clerk

Audio & Video Equipment Technician

Banking Teller

Bill & Account Collection

Carpenter's Helper

Critical Care Associate

Customer Service Representative

Dental Assistant

Desktop Publishing

Electrician's Helper

Health Care/Registration/Reception

Health Information Clerk

Help Desk Support

Hospital Unit Clerk

Human Resources Assistant

Legal Office Assistant

Library Technician

Medical Assistant

Office Manager

Patient Care Associate

Pharmacy Technician

Phlebotomist

Retail Management

Veterinary Assistant

## **WHAT IS COCAL?**

COCAL is a unique approach to specialized career training combining off-campus “hands-on” experience with on-campus related instruction. Students enrolled in COCAL train at a local business twelve hours per week (180 hours per semester). Placement is determined by the student’s personal interview with COCAL advisors and the business/industry mentors.

## **WHEN CAN I START, AND HOW LONG WILL IT TAKE TO COMPLETE COCAL?**

Students may begin most programs with fall, winter, spring or summer enrollment and usually complete the certificate requirements within two semesters.

## **WHAT AND HOW MANY CLASSES ARE REQUIRED?**

On-campus related instruction is selected to relate with each specific career area and generally totals 6-9 credit hours per semester. Refer to the college catalog for course descriptions and prerequisites.

## **WHAT DO I DO TO ENROLL?**

Call or visit the COCAL Office at Fulton-Montgomery Community College. The telephone number is (518) 762-4651, extension 7-3502. You may call the FMCC Admissions Office , extension 7-8301. They will refer all candidates to COCAL.

# Individual Studies

Individual Studies/COCAL can be of two types:

- one-year certificate (24-36 credits) APC - 0987
- two-year degree (A.O.S.) (60-62 credits) -0688

COCAL is a unique method of specialized individual career orientation and learning. It utilizes the local business and industrial complex of the community as a learning laboratory. Students can acquire job skills in a variety of areas and assess their interests and capabilities under realistic settings while learning from professional business mentors.

On-Campus study is selected to relate with each specific career area. Career areas listed in this guidebook are subject to modification based upon student background and experience, and the semester of entry into the program. Job performance learning objectives are mutually agreed upon between the college and the participating business or industry to ensure that entry-level job skills are acquired through successful completion of COCAL.

The Off-Campus experience is closely monitored by the participating business or industry and the college advisors. The student is evaluated during the semester to determine the extent performance learning objectives have been mastered.

A certificate or degree in Individual Studies will be awarded by Fulton-Montgomery Community College upon the student's completion of COCAL requirements. The Individual Studies Certificate, as well as the Associate in Occupational Studies (AOS) degree are awarded by SUNY and should not be interpreted as certification or licensing by any state or federal agency, or professional organization. Where applicable, information regarding certification or licensing is available upon request.

# THIS LIST IS A REPRESENTATIVE SAMPLE OF PARTICIPATING BUSINESS & INDUSTRY

Amsterdam Family Practice  
Amsterdam Health Care Centers  
Amsterdam Printing & Litho Corp.  
AND: Architecture and Design  
Andolina, Eric, DDS  
Breton Industries  
Cataract Care Center  
Centrex Clinical Laboratories, Inc.  
Centro Civico  
Community Health Center (CHC)  
Dunlap, Tamara, DDS  
Ellis Hospital  
FM Bookstore  
Frontier Communications  
Fulton-Montgomery Community College  
Giamo, Vincent, DDS  
Hassam, Abker, MD  
Hermance, Deborah, DDS  
Kucel Contractors, Inc.  
The Leader Herald  
Little Falls Hospital  
Mohawk Lifts  
Nathan Littauer Hospital  
Neal and Sweet, LLC  
Smith, Steven, PE  
St. Mary's Hospital  
St. Mary's Primary Care  
WEST & Company CPA's PC

# Individual Studies: COCAL A.O.S. APC-0688

This two-year degree program is an individualized sequence of study which can combine COCAL certificate study with additional study in career-related areas. AOS COCAL cannot duplicate existing business and technology programs. An Associate in Occupational Studies degree can be achieved upon completion of a minimum of 60 credits.

The following is an example of a COCAL sequence of course requirements:

## MEDICAL ASSISTING

Training under the supervision of a licensed health care professional, students develop skills in clinical and/or clerical situations such as recording patient's height, weight, temperature, and blood pressure, obtaining medical histories and performing basic laboratory tests. Receptionist duties, such as recording and filing patient data, scheduling appointments, and preparing billing statements may be included.

### Requirements:

#### First Year

##### First Semester

CL 191 COCAL (specialized off-campus experience)	8
CL 201 Career Success	1
BI 181 Anatomy & Physiology I	4
OT 283 Medical Terminology	3
OT 133 Intro to Keyboarding	<u>3</u>
	19

##### Second Semester

CL 192 COCAL (specialized off-campus experience)	8
CL 200 Career Search	1
BI 182 Anatomy & Physiology II	4
SS 291 General Psychology	<u>3</u>
	16

#### Second Year

##### First Semester

CL 193 COCAL (specialized off-campus experience)	8
EN 103 English 1	3
OT 285 Medical Administrative Support Procedures	<u>3</u>
	14

##### Second Semester

CL 194 COCAL (specialized off-campus experience)	8
HE 136 First Aid	3
BU 103 Math of Business Finance or MA Elective	<u>3-4</u>
	14-16

Total Credits: 64



# Accounting Clerk

Students will gain experience computing, recording and reviewing financial data in order to maintain systematic billing payroll, and other accounting records and carry out other financial transactions.

## Requirements:

### First Semester

CL191 COCAL (specialized off-campus experience)	8
CL201 Career Success	1
BU103 Math of Business Finance	3
BU121 Accounting 1	4
OT 133 Intro to Keyboarding	<u>3</u>
	19

### Second Semester

CL192 COCAL (specialized off-campus experience)	8
CL200 Career Search	1
BU122 Accounting II	4
CS105 Microcomputer Applications	<u>3</u>
	16

**Total 35 Credits**

Mohawk Valley

Source: NYS Department of Labor

Job Title	Employment Prospects	Median Wage	Annual Avg. Openings
Bookkeeping, Accounting & Auditing Clerk	Favorable	\$28,040	60

Capital District

Job Title	Employment Prospects	Median Wage	Annual Avg. Openings
Bookkeeping, Accounting & Auditing Clerk	Very Favorable	\$31,040	190





# Audio & Video Equipment Technician

Students gain skills and competencies in set up and operation of audio and video equipment. May also set up and operate associated spotlights and other custom lighting system.

## Requirements:

### First Semester

CL191 COCAL (specialized off-campus experience)	8
CL201 Career Success	1
EL125 Electricity I	4
TH102	3
CO254 TV Production	<u>3</u>
	19

### Second Semester

CL192 COCAL (specialized off-campus experience)	8
CL200 Career Search	1
EL234 Telecommunications	4
TH220 Principles of Theatrical Design and Production	<u>3</u>
	16

Total 35 Credits

Mohawk Valley

Source: NYS Department of Labor

Job Title	Employment Prospects	Median Wage
Audio & Video Equipment Technician	Very Favorable	\$30,610

Capital District

Job Title	Employment Prospects	Median Wage
Audio & Video Equipment Technician	Very Favorable	\$37,820



# Bank Teller

Students learn to make transactions with customers in accordance with banking principles and recognize types of items processed daily in banks. Training may specialize in a variety of bank departments, such as loan servicing, accounting and customer service.

## Requirements:

### First Semester

CL191 COCAL (specialized off-campus experience)	8
CL201 Career Success	1
BU101 Principles of Business	3
BU103 Mathematics of Business Finance	3
CS105 Microcomputer Applications	<u>3</u>
	18

### Second Semester

CL192 COCAL (specialized off-campus experience)	8
CL200 Career Search	1
BU121 Accounting I	4
BU160 Introduction to Finance	<u>3</u>
	16

Total 34 Credits

Mohawk Valley

Source: NYS Department of Labor

Job Title	Employment Prospects	Median Wage
Tellers	Very Favorable	\$21,400

Capital District

Job Title	Employment Prospects	Median Wage
Tellers	Very Favorable	\$21,730



## Bill and Account Collectors

Students gain experience in identifying delinquent accounts, notifying customers to solicit payment, keeping records of collection and status of accounts. May initiate repossession proceedings or service disconnection.

### Requirements:

#### First Semester

CL191 COCAL (specialized off-campus experience)	8
CL201 Career Success	1
BU121 Accounting I	4
BU103 Mathematics of Business Finance	<u>3</u>
	16

#### Second Semester

CL192 COCAL (specialized off-campus experience)	8
CL200 Career Search	1
BU122 Accounting II	4
BU137 Business Communications	3
CS105 Microcomputer Applications	<u>3</u>
	19

Total 35 Credits

Mohawk Valley

Source: NYS Department of Labor

Job Title	Employment Prospects	Median Wage
Bill and Account Collectors	Very Favorable	\$25,790

Capital District

Job Title	Employment Prospects	Median Wage
Bill and Account Collectors	Very Favorable	\$28,430



# Carpenter's Helper

Students learn to build, repair and remodel structures. They may build forms, walls, roofs, trims, joints and rafters, as well as perform finish work such as paneling and floors. Students will also gain skills in blueprint reading, and selecting materials.

## Requirements:

### First Semester

CL191 COCAL (specialized off-campus experience)	8
CT121 Building Trades and Construction Materials	3
CT124 Blueprint Reading	1
CT226 Plumbing & Climate Control	3
CT229 Electrical Wiring	<u>3</u>
	18

### Second Semester

CL192 COCAL (specialized off-campus experience)	8
CL200 Career Search	1
CL201 Career Success	1
CT122 Light Frame I	3
CT225 Masonry, Concrete and Steel	<u>3</u>
	16

**Total 34 Credits**

Mohawk Valley

Source: NYS Department of Labor

Job Title	Employment Prospects	Median Wage
Helpers, Installation, Maintenance & Repair Workers	Favorable	\$22,190
Carpenters	Very Favorable	\$33,950

Capital District

Job Title	Employment Prospects	Median Wage
Helpers, Installation, Maintenance & Repair Workers	Favorable	\$23,970
Carpenters	Very Favorable	\$38,300



## Critical Care Associate

Students will gain experience in surveillance of the cardiac monitors and patient care monitors. Clerical functions include scheduling, record keeping and departmental communication. Students perform patient care tasks such as bed baths, oral hygiene, taking and recording vital signs, assisting in patient repositioning and post op care.

Prerequisites: Medical examination. Students must comply with NYS Public Health requirements including immunization for entry into this curriculum. Hospital may require nurse assisting certification (CNA).

### Requirements:

#### First Semester

CL191 COCAL (specialized off-campus experience)	8
CL201 Career Success	1
BI181 Anatomy & Physiology I	4
OT283 Medical Terminology	3
SS291 General Psychology	<u>3</u>
	19

#### Second Semester

CL192 COCAL (specialized off-campus experience)	8
CL200 Career Search	1
BI182 Anatomy & Physiology II	4
SS297 Developmental Psychology	<u>3</u>
	16

### Total 35 Credits

Mohawk Valley

Source: NYS Department of Labor

Job Title	Employment Prospects	Median Wage
Nursing Aides, Orderlies & Attendants	Very Favorable	\$20,110

Capital District

Job Title	Employment Prospects	Median Wage
Nursing Aides, Orderlies & Attendants	Very Favorable	\$24,780



# Customer Service Representative

Students will learn to interact with customers to provide information in response to inquiries about products and services and to handle and resolve complaints.

## Requirements:

### First Semester

CL191 COCAL (specialized off-campus experience)	8
CL201 Career Success	1
EN132 Speech	3
OT235 Administrative Support Procedures	3
OT133 Keyboarding	<u>3</u>
	18

### Second Semester

CL192 COCAL (specialized off-campus experience)	8
CL200 Career Search	1
BU145 Salesmanship	3
BU137 Business Communications	<u>3</u>
	15

**Total 33 Credits**

Mohawk Valley

Source: NYS Department of Labor

Job Title	Employment Prospects	Median Wage	Annual Avg. Openings
Customer Service Representative	Very Favorable	\$21,840	100

Capital District

Job Title	Employment Prospects	Median Wage	Annual Avg. Openings
Customer Service Representative	Very Favorable	27,780	220



# Dental Assistant

Designed to introduce the student to professional ethics in dentistry, oral hygiene, chair side assisting techniques, dental equipment, sterilization methods, instrument transfer, charting, tray set-ups, and basic restorative procedures. Assisting in the dental office and reception area may be included.

## Requirements:

### First Semester

CL191 COCAL (specialized off-campus experience)	8
CL201 Career Success	1
OT 285 Medical Administrative Support Procedures	3
SC137 Human Biology	3
HE136 First Aid & Safety Education	<u>3</u>
	18

### Second Semester

CL192 COCAL (specialized off-campus experience)	8
CL200 Career Search	1
HE121 Nutrition	3
SC170 Intro to Chemistry	<u>3</u>
	15

Total 33 Credits

Mohawk Valley

Source: NYS Department of Labor

Job Title	Employment Prospects	Median Wage	Annual Avg. Openings
Dental Assistant	Very Favorable	\$29,610	40

Capital District

Job Title	Employment Prospects	Median Wage	Annual Avg. Openings
Dental Assistant	Very Favorable	\$29,810	20



# Desktop Publishing

Students learn basic computer and desktop publishing software and hardware skills while training in commercial printing areas such as electronic pre-press, desktop publishing, and areas of commercial printing for placement in the publishing, in-plant printing and allied industries.

Students must begin their training in the Fall Semester.

## Requirements:

### First Semester

CL191 COCAL (specialized off-campus experience)	8
CL201 Career Success	1
GA101 Communication Design	3
GA124 QuarkXPress	3
GA205 Graphic Design	<u>3</u>
	18

### Second Semester

CL192 COCAL (specialized off-campus experience)	8
CL200 Career Search	1
GA103 Digital Illustration & Workflow	3
GA104 Digital Publishing & Typography	3
Electives	<u>3</u>
	15

**Total 36 Credits**

Mohawk Valley

Source: NYS Department of Labor

Job Title	Employment Prospects	Median Wage
Desktop Publisher	Very Favorable	\$28,770

Capital District

Job Title	Employment Prospects	Median Wage
Desktop Publisher		





# Electrician's Helper

Students will gain experience in the repair, maintenance and installation of electrical systems and equipment.

## Requirements:

### First Semester

CL191 COCAL (specialized off-campus experience)	8
CT121 Intro to Construction Technology	3
EL125 Electricity I	4
CT229 Electrical Wiring	3
CT124 Blueprint Reading	1
	19

### Second Semester

CL192 COCAL (specialized off-campus experience)	8
CL200 Career Search	1
CL201 Career Success	1
CT122 Light Frame	3
MA142 Technical Math or higher	4
	17

**Total 36 Credits**

Mohawk Valley

Source: NYS Department of Labor

Job Title	Employment Prospects	Median Wage
Helpers-Installation, Maintenance & Repair	Favorable	\$22,190
Electricians	Very Favorable	\$42,150

Capital District

Job Title	Employment Prospects	Median Wage
Helpers-Installation, Maintenance & Repair	Very Favorable	\$22,760
Electricians	Very Favorable	\$37,500



# Facilities Maintenance

Students learn to repair and maintain buildings. They may learn to build partitions, make plaster or drywall repairs, and fix or paint roofs, windows, doors, floors and other parts of building structures. They may work on plumbing, electrical, and air conditioning and heating systems.

## Requirements:

### First Semester

CL191 COCAL (specialized off-campus experience)	8
CL201 Career Success	1
CT121 Intro to Bldg. Trades and Construction Materials	3
CT226 Plumbing	3
CT229 Electrical Wiring	<u>3</u>
	18

### Second Semester

CL192 COCAL (specialized off-campus experience)	8
CL200 Career Search	1
CT122 Light Framing	3
CT225 Masonry, Concrete & Steel	3
MA142 Technical Mathematics	<u>4</u>
	18

**Total 36 Credits**

Mohawk Valley

Source: NYS Department of Labor

Job Title	Employment Prospects	Median Wage
Maintenance Worker	Very Favorable	\$28,520

Capital District

Job Title	Employment Prospects	Median Wage
Maintenance Worker	Very Favorable	\$31,540



## Health Care/Registration/Reception

Students gain experience in a variety of skills, including receptionist duties, maintaining patients records, taking payments, data entry, verifying insurance information, and registration.

Requirements:

### First Semester

CL191 COCAL (specialized off-campus experience)	8
CL201 Career Success	1
OT133 Intro to Keyboarding	3
OT283 Medical Terminology	3
OT285 Medical Admin Support Procedures	<u>3</u>
	18

### Second Semester

CL192 COCAL (specialized off-campus experience)	8
CL200 Career Search	1
ME284 Medical Insurance	3
OT134 Intermediate Keyboarding	
CS105 Microcomputer Applications	<u>3</u>
	15

Total 33 Credits

Mohawk Valley

Source: NYS Department of Labor

Job Title	Employment Prospects	Median Wage
Medical Secretaries	Favorable	\$24,730

Capital District

Job Title	Employment Prospects	Median Wage
Medical Secretaries	Favorable	\$27,780



# Health Information Clerk

Students train to perform the function essential to maintaining a medical information system, including gathering data, filing compiling statistical reports. Students may receive experience in coding information.

## Requirements:

### First Semester

CL191 COCAL (specialized off-campus experience)	8
CL201 Career Success	1
OT133 Intro. Keyboarding or OT134 Inter. Keyboarding	3
OT283 Medical Terminology	3
BI181 Anatomy & Physiology I	<u>4</u>
	19

### Second Semester

CL192 COCAL (specialized off-campus experience)	8
CL200 Career Search	1
OT134 Inter. Keyboarding or OT287 Medical Transcription or ME284 Medical Insurance	3
BI 182 Anatomy & Physiology II	<u>4</u>
	16

**Total 35 Credits**

Mohawk Valley

Source: NYS Department of Labor

Job Title	Employment Prospects	Median Wage
Medical Records and Health Information Technology	Favorable	\$27,720

Capital District

Job Title	Employment Prospects	Median Wage
Medical Records and Health Information Technology	Very Favorable	\$27,160



# Help Desk Support

Students will gain experience providing technical assistance to computer system users. May provide assistance concerning the use of computer hardware and software including printing, installation, work processing, electronic mail, and operating systems.

## Requirements:

### First Semester

CL191 COCAL (specialized off-campus experience)	8
CL201 Career Success	1
CS105 Microcomputer Applications	3
CS115 Introduction to Logic	<u>3</u>
	15

### Second Semester

CL192 COCAL (specialized off-campus experience)	8
CL200 Career Search	1
CS112 Advanced Applications	3
CS240 Hardware Concepts	3
CS170 Web Site Development	<u>3</u>
	13

**Total 33 Credits**

Mohawk Valley

Source: NYS Department of Labor

Job Title	Employment Prospects	Median Wage
Computer Support Specialist	Favorable	\$34,360

Capital District

Job Title	Employment Prospects	Median Wage
Computer Support Specialist	Very Favorable	\$39,708



# Hospital Unit Clerk

Students will perform general clerical duties by preparing, compiling and maintaining patient and operational records on the medical/surgical unit. They will prepare requisitions for materials and services required by the staff and act as receptionist and process messages for patients, staff, and physicians.

## Requirements:

### First Semester

CL191 COCAL (specialized off-campus experience)	8
CL201 Career Success	1
CS105 Microcomputer Application	3
OT133 Intro. Keyboarding or OT283 Medical Terminology	3
OT285 Medical Administrative Procedures	3
	18

### Second Semester

CL192 COCAL (specialized off-campus experience)	8
CL200 Career Search	1
OT134 Intermediate Keyboarding	3
ME284 Medical Insurance	3
	15

Total 36 Credits

Mohawk Valley

Source: NYS Department of Labor

Job Title	Employment Prospects	Median Wage
Medical Secretaries	Favorable	\$24,780

Capital District

Job Title	Employment Prospects	Median Wage
Medical Secretaries	Favorable	\$27,780



# Human Resources Assistant

Students will assist in maintaining the personnel records of a firm's employees. They may explain the company's various employee benefits and pay rates, and review rules and regulations. Students will learn the procedures for hiring and screening job applicants for information such as age, education, and work experience.

## Requirements:

### First Semester

CL191 COCAL (specialized off-campus experience)	8
CL201 Career Success	1
BU151 Human Resource Management	3
CS105 Microcomputer Applications	3
OT133 Keyboarding I	<u>3</u>
	18

### Second Semester

CL192 COCAL (specialized off-campus experience)	8
CL200 Career Search	1
HD221 Human Relations or	
SS297 General Psychology	3
EN103 English I or BU137 Business Communications	<u>3</u>
	15

**Total 33 Credits**

Mohawk Valley

Source: NYS Department of Labor

Job Title	Employment Prospects	Median Wage
Human Resources Assistant	Favorable	\$31,030

Capital District

Job Title	Employment Prospects	Median Wage
Human Resources Assistant	Favorable	\$34,030



# Legal Office Assistant

Students learn to prepare documents such as subpoenas, summonses, complaints and motions to assist an attorney. Training may specialize in litigation, probate, real estate, or corporation law.

Prerequisite – OT 133 Introductory Keyboarding or equivalent

## Requirements:

### First Semester

CL191 COCAL (specialized campus experience)	8
CL201 Career Success	1
CS105 Microcomputer Applications	3
OT134 Inter. Keyboarding	3
OT239 Introduction to Office Systems	<u>3</u>
	18

### Second Semester

CL192 COCAL (specialized off-campus experience)	8
CL200 Career Search	1
OT241 Word Processing Applications (Word)	3
OT236 Administrative Support Procedures II	<u>3</u>
	15

**Total 33 Credits**

Mohawk Valley

Source: NYS Department of Labor

Job Title	Employment Prospects	Median Wage
Eligibility		

Capital District

Job Title	Employment Prospects	Median Wage





# Library Technician

Students can acquire knowledge and experience in many areas of the insurance field including types of policies, rate schedules and insurance forms. They may assist the agent in compiling and verifying data for determining the special needs of a client. Clerical Skills used.

## Requirements:

### First Semester

CL191 COCAL (specialized off-campus experience)	8
CL201 Career Success	1
BU137 Business Communications	3
ER110 Introduction	1
OT133 Intro to Keyboarding	<u>3</u>
	16

### Second Semester

CL192 COCAL (specialized off-campus experience)	8
CL200 Career Search	1
CS105 Microcomputer Applications	3
OT236 Administrative Support Procedures II	<u>3</u>
	15

## Total 31 Credits

### Mohawk Valley

Source: NYS Department of Labor

Job Title	Employment Prospects	Median Wage
Library Technician	Very Favorable	\$22,380
Library Assistants, Clerical	Very Favorable	\$17,730

### Capital District

Job Title	Employment Prospects	Median Wage
Library Technician	Very Favorable	\$29,540
Library Assistants, Clerical	Very Favorable	\$23,700



# Medical Assistant

Training under the supervision of a licensed health care professional, students develop skills in clinical and/or clerical situations such as recording patient’s height, weight, temperature, and blood pressure, obtaining medical histories and performing basic laboratory tests. Receptionist duties, such as recording and filing patient data, scheduling appointments, and preparing billing statements may be included.

## Requirements:

### First Semester

CL191 COCAL (specialized off-campus experience)	8
CL201 Career Success	1
BI181 Anatomy & Physiology I	4
OT283 Medical Terminology	<u>3</u>
	16

### Second Semester

CL191 COCAL (off-campus experience)	8
CL200 Career Search	1
BI182 Anatomy & Physiology II	4
SS291 General Psychology	<u>3</u>
	16

**Total 32 Credits**

Mohawk Valley

Source: NYS Department of Labor

Job Title	Employment Prospects	Median Wage
Medical Assistants	Very Favorable	\$22,810

Capital District

Job Title	Employment Prospects	Median Wage
Medical Assistants	Very Favorable	\$26,110



# Office Manager

Designed for the individual who has long-term experience in an office but who desires upgrading of responsibility. Students gain experience in coordinating administrative services, such as personnel, budget control, records control, billing, report preparation, and public relations.

Prerequisite: OT134 or equivalent

Requirements:

## First Semester

CL191 COCAL (specialized off-campus experience)	8
CL201 Career Success	1
BU121 Accounting I	4
BU151 Human Resource Management	3
CS105 Microcomputer Applications	<u>3</u>
	19

## Second Semester

CL192 COCAL (specialized off-campus experience)	8
CL200 Career Search	1
BU137 Business Communications	3
CS160 Database Design and Management	<u>3</u>
	15

Total 34 Credits

Mohawk Valley

Source: NYS Department of Labor

Job Title	Employment Prospects	Median Wage
First-Line Supervisors/Office Managers & Administrative Support	Very Favorable	\$38,610

Capital District

Job Title	Employment Prospects	Median Wage
First-Line Supervisors/Office Managers & Administrative Support	Very Favorable	\$44,000



## Patient Care Associate

Students perform clinical procedures such as taking blood samples, EKG's and taking vital signs. In addition, students will assist patients with personal care.

Prerequisites: Students must comply with NYS Public Health requirements including immunizations, for entry into this curriculum. A physical examination is required by the hospital.

### Requirements:

#### First Semester

CL191 COCAL (specialized off-campus experience)	8
CL201 Career Success	1
HE136 First Aid	3
BI181 Anatomy & Physiology I	4
OT283 Medical Terminology	<u>3</u>
	19

#### Second Semester

CL192 COCAL (specialized off-campus experience)	8
CL200 Career Search	1
BI182 Anatomy & Physiology II	4
SS291 General Psychology	<u>3</u>
	16

Total 35 Credits

Mohawk Valley

Source: NYS Department of Labor

Job Title	Employment Prospects	Median Wage
Health Care Support Workers	Very Favorable	\$22,750

Capital District

Job Title	Employment Prospects	Median Wage
Health Care Support Workers	Very Favorable	\$28,270



# Pharmacy Technician

Under the supervision of a pharmacist, the student learns to mix and dispense medicines and pharmaceutical preparations. Training may also include maintenance of files and records and the submission of licensed required pharmacy reports.

Prerequisites: Students will be required to comply with NYS Public Health requirements, including immunizations, for entry into this curriculum. A physical examination is required by the hospital.

## Requirements:

### First Semester

CL191 COCAL (specialized off-campus experience)	8
CL201 Career Success	1
OT238 Medical Terminology	3
OT133 Intro to Keyboarding	3
SC137 Human Biology	<u>3</u>
	18

### Second Semester

CL192 COCAL (specialized off-campus experience)	8
CL200 Career Search	1
MA142 Technical Math	4
SC170 Intro to Chemistry	<u>3</u>
	16

**Total 34 Credits**

Mohawk Valley

Source: NYS Department of Labor

Job Title	Employment Prospects	Median Wage	Annual Avg. Openings
Pharmacy Technicians	Very Favorable	\$23,180	20

Capital District

Job Title	Employment Prospects	Median Wage	Annual Avg. Openings
Pharmacy Technicians	Favorable	\$23,800	20



# Phlebotomist

The student will gain experience in a blood laboratory in routine arm drawing, finger sticks, separation of blood sample tests, and record keeping.

Students must comply with NYS Public Health requirements including immunizations, for entry into this curriculum. A physical examination is required by the hospital.

## Requirements:

### First Semester

CL191 COCAL (specialized off-campus experience)	8
CL201 Career Success	1
HE136 First Aid	3
SC137 Human Biology	3
OT283 Medical Terminology	<u>3</u>
	18

### Second Semester

CL192 COCAL (specialized off-campus experience)	8
CL200 Career Search	1
SC170 Intro to Chemistry	3
CS105 Microcomputer Applications	<u>3</u>
	15-16

**Total 33 Credits**

Mohawk Valley

Source: NYS Department of Labor

Job Title	Employment Prospects	Median Wage	Annual Avg. Openings
Medical & Clinical Laboratory Technicians	Favorable	\$32,940	

Capital District

Job Title	Employment Prospects	Median Wage	Annual Avg. Openings
Medical & Clinical Laboratory Technicians	Very Favorable	\$31,000	



# Retail Management

Designed for those students interested in acquiring the basic knowledge and skills that will qualify them for entry-level supervisory/management positions in a retail business. Open only to those with previous retail experience.

## Requirements:

### First Semester

CL191 COCAL (specialized off-campus experience)	8
CL201 Career Success	1
BU141 Marketing	3
BU145 Salesmanship	<u>3</u>
	15

### Second Semester

CL192 COCAL (specialized off-campus experience)	8
CL200 Career Search	1
BU151 Human Resources Management	3
BU170 Advertising	3
BU179 Principles of Management	<u>3</u>
	18

**Total 33 Credits**

Mohawk Valley

Source: NYS Department of Labor

Job Title	Employment Prospects	Median Wage
First-Line Supervisor/Retail Sales Manager	Very Favorable	\$31,800

Capital District

Job Title	Employment Prospects	Median Wage
First-Line Supervisor/Retail Sales Manager	Very Favorable	\$33,520



# Veterinary Assistant

Students observe the surgical and medical treatment of diseases and injured animals. The student is provided with an overview of related small clinic business procedures. This career area is designed for those desiring immediate employment as veterinary hospital attendants or for those planning further their education as a veterinary assistant.

## Requirements:

### First Semester

CL191 COCAL (specialized off-campus experience)	8
CL201 Career Success	1
BI171 Modern Biology	4
OT133 Keyboarding	3
OT139 Intro to Office Systems	<u>3</u>
	19

### Second Semester

CL192 COCAL (specialized off-campus experience)	8
CL200 Career Search	1
BI173 Animal Biology	4
CS105 Microcomputer Applications	<u>3</u>
	16

**Total 35 Credits**

Mohawk Valley

Source: NYS Department of Labor

Job Title	Employment Prospects	Median Wage
N/A		

Capital District

Job Title	Employment Prospects	Median Wage
Veterinary Assistant and Laboratory Animal Caretakers	Favorable	\$19,030





## Employment Prospects to 2014

New York State Department of Labor  
[www.labor.state.ny.us/workforceindustrydata/description](http://www.labor.state.ny.us/workforceindustrydata/description)

Mohawk Valley Region of:

Fulton County

Herkimer County

Madison County

Montgomery County

Oneida County

Schoharie County

Capital District Region of:

Albany County

Columbia County

Greene County

Rensselaer County

Saratoga County

Schenectady County

Warren County

Washington County

Note: When data is not provided, it indicates that there aren't enough people employed in the occupation to meet the threshold employment level.



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