

**What is COCAL (Collaborative Career Learning)?**

COCAL is a unique approach to specialized career training combining off-campus “hands-on” experience with on-campus related instruction. Students enrolled in COCAL learn as they train at a local business approximately 12 hours per week (180 hours per semester). Placement is competitive and determined by the student’s personal interview with a COCAL advisor and the business/industry mentor, as well as site availability.

**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 courses are required?**

On-campus instruction is selected to relate with each specific career area and generally totals 6-9 credit hours per semester.

**How do I enroll?**

Call or visit the COCAL office at Fulton-Montgomery Community College. The telephone number is (518) 736-FMCC (3622) ext. 8931. You may also contact the Admissions Office at ext. 8301 or email them at [geninfo@fmcc.suny.edu](mailto:geninfo@fmcc.suny.edu). All candidate calls and emails will be referred to the COCAL office.

## INDIVIDUAL STUDIES:

Individual Studies/COCAL can be of two types:

One-Year Certificate (APC 0987)	29-36 credits
Two-Year A.O.S. Degree (APC 0688)	60-62 credits

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 area 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 one-year Individual Studies/COCAL Certificate, as well as the two-year Individual Studies/COCAL A.O.S. Degree are awarded by SUNY and should not be interpreted as certification or licensing by any state or federal agency or professional organization. Information regarding certification or licensing is available upon request.

## **INDIVIDUAL STUDIES: 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.

### **OCCUPATIONS INCLUDE, BUT ARE NOT LIMITED TO:**

Accounting Clerk  
Administrative Assistant  
Advanced Manufacturing  
Bill and Account Collector  
Community Health  
Construction Carpenter  
Customer Service Representative  
Dental Assistant  
Hospital Unit Clerk (Medical Secretary)  
Human Resources Assistant  
Maintenance and Repair Worker, Buildings  
Medical Records and Health Information Technician  
Medical Secretary  
Patient Care Technician  
Phlebotomist  
RV Technician  
Receptionist and Information Clerk  
Teller

*Note:*

*Occupational titles may change from semester to semester. Contact the COCAL office for current listing.*

*The college reserves the right at any time to make changes deemed advisable or necessary in the offerings stated in this publication.*

**THIS LIST IS A REPRESENTATIVE SAMPLE OF PARTICIPATING BUSINESS AND INDUSTRY:**

Amsterdam Family Practice  
Breton Industries  
Budget Exteriors  
Capstone Center for Rehabilitation and Nursing  
Community Health Center  
Ellis Healthcare  
Fulton and Montgomery Regional Chamber of Commerce  
Fulton-Montgomery Community College  
Vincent Giaimo DSS  
Akber Hassam, MD  
William Hassan, DDS  
Matthew Kearney, DDS  
The Leader Herald  
Sandra McNeal, DMD  
Mohawk Valley Orthopedics  
Nathan Littauer Hospital  
New Dimensions in Healthcare  
Northeast Health  
Perth Dental Office  
Samaritan Hospital  
Sam's Seafood & Steakhouse  
St. Johnsville Rehabilitation & Nursing Center  
St. Mary's Healthcare  
State Farm Tower  
Pharmacy  
Townsend Leather  
Union Hall

## INDIVIDUAL STUDIES: Collaborative Career Learning (A.O.S.) APC – 0688

This two-year 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:

### INDIVIDUAL STUDIES: (A.O.S) RESTAURANT MANAGER

Plan, organize, direct, and coordinate the workers and resources of the restaurant for the efficient, well-prepared, and profitable service of food and beverages. The following duties are illustrative:

Sample Job Titles: Assistant Manager, Banquet Captain, Banquet Steward/Stewardess, Banquet Supervisor, Bar Manager

<u>First Year</u>	
<b>First Semester</b>	<b>Second Semester</b>
CLC101 COCAL I .....8	CLC102 COCAL II ..... 8
BUS101 Principles of Business .....3	CLC112 Career Search ..... 1
BUS115 Quantitative Bus Applications .....3	ACC101 Financial Accounting ..... 4
CIS105 Computer Applications .....3	BUS141 Marketing ..... 3
Total Credits: 17	Total Credits: 16
<u>Second Year</u>	
<b>First Semester</b>	<b>Second Semester</b>
CLC103 COCAL III .....8	CLC104 COCAL IV ..... 8
ACC 102 Managerial Accounting .....4	BUS 117 Hospitality Management ..... 3
BUS183 Purchasing .....3	-or- BUS 151 Human Resource Management ... 3
Total Credits: 15	BUS118 Bar and Beverage Management ..... 3
	-or- Restricted Career Elective <sup>1</sup> ..... 3
	Total Credits: 14-15
TOTAL CREDITS: 62	

<sup>1</sup> Restricted career electives may include any course with an ACC, BTA, BUS or CIS prefix.

### Wages

In NY the average wage for this occupation was: **\$20,960** for the entry level workers, and **\$38,580** for experienced workers.

### Job Outlook

Based on the total number of annual openings and its growth rate, the employment prospect for this occupation are described as **Very Favorable**.

During 2006, there were approximately 44,050 First-Line Supervisors/Managers of Food Preparation and Serving Workers employed in NY.

We estimate that in 2016, there will be 48,280 employed in NY. This represents an increase of 420 jobs each year, and a total of 330 job openings each year.

Source: <https://careerzone.ny.gov/views/careerzone/search/occupationProfile.jsf>

# INDIVIDUAL STUDIES: Collaborative Career Learning (Certificate) APC – 0987

## INDIVIDUAL STUDIES: (CERTIFICATE) ACCOUNTING CLERK

Compute, classify, and record numerical data to keep financial records complete. Perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records. May also check the accuracy of figures, calculations, and postings pertaining to business transactions recorded by other workers.

Sample Job Titles: **Account Administrator, Account Clerk, Account Information Clerk, Account Receivable Clerk, Accountant**

### First Semester

CLC101 COCAL I (experiential learning) .....	8
CLC111 Career Success .....	1
BUS115 Quantitative Business Applications .....	3
ACC101 Financial Accounting.....	3
CIS105 Computer Applications .....	3
Total Credits: 18	

### Second Semester

CLC102 COCAL II (experiential learning) .....	8
CLC112 Career Search .....	1
ACC137 Computerized Accounting .....	4
BUS207 Business Law I.....	3
Total Credits: 16	

### Wages

In NY the average wage for this occupation was: **\$26,710** for the entry level workers, and **\$45,070** for experienced workers.

### Job Outlook

Based on the total number of annual openings and its growth rate, the employment prospect for this occupation are described as **Very Favorable**.

During 2006, there were approximately 142,830 Bookkeeping, Accounting, and Auditing Clerks employed in NY.

We estimate that in 2016, there will be 153,440 employed in NY. This represents an increase of 1,060 jobs each year, and a total of 2,240 job openings each year.

Source: <https://careerzone.ny.gov/views/careerzone/search/occupationProfile.jsf>

**INDIVIDUAL STUDIES: (CERTIFICATE)  
ADMINISTRATIVE ASSISTANT**

Perform duties too varied and diverse to be classified in any specific office clerical occupation, requiring limited knowledge of office management systems and procedures. Clerical duties may be assigned in accordance with the office procedures of individual establishments and may include a combination of answering telephones, bookkeeping, typing or word processing, stenography, office machine operation, and filing.

Sample Job Titles: **Account Clerk, Accounting Clerk, Administration Assistant, Administration Clerk, Administrative Assistant**

**First Semester**

CLC101 COCAL I (experiential learning) .....	8
CLC111 Career Success .....	1
BTA134 Information Processing.....	4
CIS105 Computer Applications .....	3
Total Credits: 16	

**Second Semester**

CLC102 COCAL II (experiential learning) .....	8
CLC112 Career Search .....	1
BTA139 Business Systems Applications .....	3
BTA244 Advanced Microsoft Word .....	3
BUS115 Quantitative Business Applications.....	3
Total Credits: 18	

**Wages**

In NY the average wage for this occupation was: **\$18,600** for the entry level workers, and **\$33,210** for experienced workers.

**Job Outlook**

Based on the total number of annual openings and its growth rate, the employment prospect for this occupation are described as **Very Favorable**.

During 2006, there were approximately 206,100 Office Clerks, General employed in NY. We estimate that in 2016, there will be 217,840 employed in NY. This represents an increase of 1170 jobs each year, and a total of 3,780 job openings each year

Source: <https://careerzone.ny.gov/views/careerzone/search/occupationProfile.jsf>

**INDIVIDUAL STUDIES: (CERTIFICATE)  
BILL AND ACCOUNT COLLECTOR**

Locate and notify customers of delinquent accounts by mail, telephone, or personal visit to solicit payment. Duties include receiving payment and posting amount to customer’s account; preparing statements to credit department if customer fails to respond; initiating repossession proceedings or service disconnection; keeping records of collection and status of accounts.

Sample Job Titles: **Account Receivable Associate, Account Representative, Account Resolution Analyst, Account Service Representative, Accounting Technician**

**First Semester**

CLC101 COCAL I (experiential learning) .....	8
CLC111 Career Success .....	1
BUS101 Principles of Business .....	3
BUS115 Quantitative Business Applications .....	3
CIS105 Computer Applications .....	3
Total Credits: 18	

**Second Semester**

CLC102 COCAL II (experiential learning) .....	8
CLC112 Career Search .....	1
BUS207 Business Law I.....	3
BUS137 Business Communication .....	3
-or- Restricted Career Elective <sup>1</sup> .....	3
Total Credits: 18	

**Wages**

In NY the average wage for this occupation was: **\$23,820** for the entry level workers, and **\$41,850** for experienced workers.

**Job Outlook**

Based on the total number of annual openings and its growth rate, the employment prospect for this occupation are described as **Very Favorable**.

During 2006, there were approximately 23,880 Bill and Account Collections employed in NY.

We estimate that in 2016, there will be 27,960 employed in NY. This represents an increase of 410 jobs each year, and a total of 360 job openings each year.

Source: <https://careerzone.ny.gov/views/careerzone/search/occupationProfile.jsf>

<sup>1</sup> Restricted career electives may include any course with a BTA or BUS prefix.



**INDIVIDUAL STUDIES: (CERTIFICATE)  
BILLING, POSTING, AND CALCULATING MACHINE OPERATOR**

Operate machines that automatically perform mathematical processes, such as addition, subtraction, multiplication, and division, to calculate and record billing, accounting, statistical, and other numerical data. Duties include operating special billing machines to prepare statements, bills, and invoices, and operating bookkeeping machines to copy and post data, make computations, and compile records of transactions.

Sample Job Titles:       **Accounting Machine Operator, Accounts Adjustable Clerk, Accounts Payable Associate, Accounts Payable Clerk, Accounts Payable Coordinator**

**First Semester**

CLC101 COCAL I (experiential learning) .....	8
CLC111 Career Success .....	1
BUS101 Principles of Business .....	3
BUS115 Quantitative Business Applications .....	3
CIS105 Computer Applications .....	3
Total Credits: 18	

**Second Semester**

CLC102 COCAL II (experiential learning) .....	8
CLC112 Career Search .....	1
BUS207 Business Law I.....	3
BUS137 Business Communication .....	3
-or- Restricted Career Elective <sup>1</sup> .....	3
Total Credits: 18	

**Wages**

In NY the average wage for this occupation was: **\$25,840** for the entry level workers, and **\$40,800** for experienced workers.

**Job Outlook**

Based on the total number of annual openings and its growth rate, the employment prospect for this occupation are described as **Favorable**.

During 2006, there were approximately 32,480 Billing, Posting, and Calculating Machine Operators employed in NY.

We estimate that in 2016, there will be 32,360 employed in NY. This represents an increase of 0 jobs each year, and a total of 420 job openings each year.

Source: <https://careerzone.ny.gov/views/careerzone/search/occupationProfile.jsf>

<sup>1</sup> Restricted career electives may include any course with a BTA or BUS prefix.

**INDIVIDUAL STUDIES: (CERTIFICATE)  
CONSTRUCTION CARPENTER**

Construct, erect, install, and repair structures and fixtures of wood, plywood, and wallboard, using carpenter's hand tools and power tools.

Sample Job Titles: **Aluminum Siding Applicator, Aluminum Siding Installer, Aluminum Siding Mechanic, Asbestos Siding Mechanic, Assembled Wood Products Repairer**

**First Semester**

CLC101 COCAL I (experiential learning) .....	8
CIS105 Computer Applications .....	3
CST101 Construction Safety.....	1
CST102 Introduction to Construction .....	3
CST103 Site Layout and Preparation .....	3
Total Credits: 18	

**Second Semester**

CLC102 COCAL II (experiential learning) .....	8
CLC111 Career Success .....	1
CLC112 Career Search .....	1
CST128 Building Technology .....	1
CST104 Blueprint Reading and Estimating.....	3
CST105 Introduction to Framing.....	3
Total Credits: 17	

**Wages**

In NY the average wage for this occupation was: **\$29,840** for the entry level workers, and **\$65,890** for experienced workers.

**Job Outlook**

Based on the total number of annual openings and its growth rate, the employment prospect for this occupation are described as **Very Favorable**.

During 2006, there were approximately 69,260 Construction Carpenters employed in NY.

We estimate that in 2016, there will be 79,810 employed in NY. This represents an increase of 1,060 jobs each year, and a total of 940 job openings each year.

Source: <https://careerzone.ny.gov/views/careerzone/search/occupationProfile.jsf>

**INDIVIDUAL STUDIES: (CERTIFICATE)  
CUSTOMER SERVICE REPRESENTATIVE**

Interact with customers to provide information in response to inquiries about products and services and to handle and resolve complaints.

Sample Job Titles: **Account Adjuster, Account Manager, Account Representative, Account Service Representative, Adjustment Clerk**

**First Semester**

CLC101 COCAL I (experiential learning) .....	8
CLC111 Career Success .....	1
BUS101 Principles of Business .....	3
BTA137 Introduction to Business Technology ...	3
CIS105 Computer Applications .....	3
Total Credits: 18	

**Second Semester**

CLC102 COCAL II (experiential learning) .....	8
CLC112 Career Search .....	1
BUS115 Quantitative Business Applications .....	3
BTA139 Business Systems Applications .....	3
BUS141 Marketing .....	3
Total Credits: 18	

**Wages**

In NY the average wage for this occupation was: **\$22,570** for the entry level workers and **\$42,140** for experienced workers.

**Job Outlook**

Based on the total number of annual openings and its growth rate, the employment prospect for this occupation are described as **Very Favorable**.

During 2006, there were approximately 136,160 Customer Service Representatives employed in NY. We estimate that in 2016, there will be 155,200 employed in NY. This represents an increase of 1,900 jobs each year, and a total of 3,790 job openings each year.

Source: <https://careerzone.ny.gov/views/careerzone/search/occupationProfile.jsf>

**INDIVIDUAL STUDIES: (CERTIFICATE)  
DENTAL ASSISTANT**

Assist dentist, set up patient and equipment, and keep records.

Sample Job Titles: **Certified Dental Assistant (CDA), Certified Registered Dental Assistant, Dental Aide, Dental Assistant, Dental Nurse**

*Note: Completion of the program does not constitute certification.*

**First Semester**

CLC101 COCAL I (experiential learning) .....	8
CLC111 Career Success .....	1
HLT101 Introduction to Allied Health .....	2
HLT138 First Aid and Safety .....	3
MED283 Medical Terminology .....	3
Total Credits: 17	

**Second Semester**

CLC102 COCAL II (experiential learning) .....	8
CLC112 Career Search .....	1
SCI136 Essentials of Anatomy and Physiology... 3	
HLT111 Introduction to Patient Care .....	1
CIS105 Computer Applications .....	3
Total Credits: 16	

**Wages**

In NY the average wage for this occupation was: **\$27,150** for the entry level workers, and **\$38,050** for experienced workers.

**Job Outlook**

Based on the total number of annual openings and its growth rate, the employment prospect for this occupation are described as **Very Favorable**.

During 2006, there were approximately 17,570 Dental Assistants employed in NY.

We estimate that in 2016, there will be 21,860 employed in NY. This represents an increase of 430 jobs each year, and a total of 310 job openings each year.

Source: <https://careerzone.ny.gov/views/careerzone/search/occupationProfile.jsf>

**INDIVIDUAL STUDIES: (CERTIFICATE)  
HOSPITAL UNIT CLERK (MEDICAL SECRETARY)**

Perform secretarial duties utilizing specific knowledge of medical terminology and hospital, clinic, or laboratory procedures. Duties include scheduling appointments, billing patients, and compiling and recording medical charts, reports, and correspondence.

Sample Job Titles:       **Administrative Assistant, Administrative Support Specialist, Admissions  
Administrative Assistant, Admissions Coordinator, Appointment Scheduler**

**First Semester**

CLC101 COCAL I (experiential learning) .....	8
CLC111 Career Success .....	1
CIS105 Microcomputer Applications .....	3
MED283 Medical Terminology.....	3
BTA134 Information Processing.....	4
Total Credits: 19	

**Second Semester**

CLC102 COCAL II (experiential learning) .....	8
CLC112 Career Search .....	1
MED284 Medical Insurance .....	3
Restricted Career Elective <sup>1</sup> .....	3
Total Credits: 15	

**Wages**

In NY the average wage for this occupation was: **\$25,600** for the entry level workers, and **\$38,350** for experienced workers.

**Job Outlook**

Based on the total number of annual openings and its growth rate, the employment prospect for this occupation are described as **Favorable**.

During 2006, there were approximately 11,510 Medical Secretaries employed in NY.

We estimate that in 2016, there will be 12,810 employed in NY. This represents an increase of 130 jobs each year, and a total of 180 job openings each year.

Source: <https://careerzone.ny.gov/views/careerzone/search/occupationProfile.jsf>

<sup>1</sup> Restricted career electives may include any course with a BTA, MED, or HLT prefix.

**INDIVIDUAL STUDIES: (CERTIFICATE)  
HUMAN RESOURCES ASSISTANT**

Compile and keep personnel records. Record data for each employee, such as address, weekly earnings, absences, amount of sales or production, supervisory reports on ability, and date of and reason for termination. Compile and type reports from employment records. File employment records. Search employee files and furnish information to authorized persons.

Sample Job Titles:       **Administrative Assistant, Agent-Contract Clerk, Assignment Clerk, Benefits Administrator, Benefits Clerk**

**First Semester**

CLC101 COCAL I (experiential learning) .....	8
CLC111 Career Success .....	1
BUS101 Principles of Business .....	3
BTA134 Information Processing.....	4
Total Credits: 16	

**Second Semester**

CLC102 COCAL II (experiential learning) .....	8
CLC112 Career Search .....	1
BTA139 Business Systems and Applications .....	3
BUS151 Human Resources Management .....	3
-or- Restricted Career Elective <sup>1</sup> .....	3
CIS105 Microcomputer Applications .....	3
Total Credits: 18	

**Wages**

In NY the average wage for this occupation was: **\$28,340** for the entry level workers, and **\$44,730** for experienced workers.

**Job Outlook**

Based on the total number of annual openings and its growth rate, the employment prospect for this occupation are described as **Favorable**.

During 2006, there were approximately 11,050 Human Resources Assistants, Except Payroll and Timekeeping employed in NY.

We estimate that in 2016, there will be 12,010 employed in NY. This represents an increase of 100 jobs each year, and a total of 80 job openings each year.

Source: <https://careerzone.ny.gov/views/careerzone/search/occupationProfile.jsf>

<sup>1</sup> Restricted career electives may include any course with a BTA or BUS prefix.

**INDIVIDUAL STUDIES: (CERTIFICATE)  
MAINTENANCE AND REPAIR WORKERS, BUILDING**

Perform work involving the skills of two or more maintenance or craft occupations to keep structure of an establishment in repair. Duties may involve insulating; carpentry; repairing electrical equipment; and repairing buildings, floors, or stairs.

Sample Job Titles: **Building Maintenance Mechanic, Building Maintenance Repairer**

**First Semester**

CLC101 COCAL I (experiential learning) .....	8
CST121 Introduction to Construction .....	3
CST226 Residential Plumbing.....	3
CST229 Residential Wiring .....	3
Total Credits: 17	

**Second Semester**

CLC102 COCAL II (experiential learning) .....	8
CLC112 Career Search .....	1
CST105 Introduction to Framing.....	3
CST225 Commercial Construction .....	3
MAT100 Technical Mathematics .....	4
Total Credits: 19	

**Wages**

In NY the average wage for this occupation was: **\$25,960** for the entry level workers, and **\$47,050** for experienced workers.

**Job Outlook**

Based on the total number of annual openings and its growth rate, the employment prospect for this occupation are described as **Very Favorable**.

During 2006, there were approximately 94,990 Maintenance and Repair Workers, General employed in NY.

We estimate that in 2016, there will be 100,510 employed in NY. This represents an increase of 550 jobs each year, and a total of 230 job openings each year.

Source: <https://careerzone.ny.gov/views/careerzone/search/occupationProfile.jsf>

## INDIVIDUAL STUDIES: (CERTIFICATE)

### MEDICAL RECORDS AND HEALTH INFORMATION TECHNICIAN

Compile, process, and maintain medical records of hospital and clinic patients in a manner consistent with medical, administrative, ethical, legal, and regulatory requirements of the health care system. Process, maintain, compile, and report patient information for health requirements and standards.

Sample Job Titles:       **Administrative Support Assistant, Bill Pay Clerk, Cancer Registrar, Certified Coding Specialist, Certified Medical Coder**

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

*Note: Completion of the program does not constitute certification.*

#### **First Semester**

CLC101 COCAL I (experiential learning) .....	8
CLC111 Career Success .....	1
BTA134 Information Processing.....	4
MED283 Medical Terminology.....	3
Total Credits: 16	

#### **Second Semester**

CLC102 COCAL II (experiential learning) .....	8
CLC112 Career Search .....	1
MED284 Medical Insurance .....	3
MED293 Medical Coding Essentials I .....	3
CIS105 Computer Applications .....	3
Total Credits: 18	

#### **Wages**

In NY the average wage for this occupation was: **\$25,700** for the entry level workers, and **\$44,860** for experienced workers.

#### **Job Outlook**

Based on the total number of annual openings and its growth rate, the employment prospect for this occupation are described as **Favorable**.

During 2006, there were approximately 8,370 Medical Records and Health Information Technicians employed in NY.

We estimate that in 2016, there will be 9,210 employed in NY. This represents an increase of 80 jobs each year, and a total of 230 job openings each year.

Source: <https://careerzone.ny.gov/views/careerzone/search/occupationProfile.jsf>



**INDIVIDUAL STUDIES: (CERTIFICATE)  
MEDICAL SECRETARY**

Perform secretarial duties utilizing specific knowledge of medical terminology and hospital, clinic, or laboratory procedures. Duties include scheduling appointments, billing patients, and compiling and recording medical charts, reports, and correspondence.

Sample Job Titles:       **Administrative Assistant, Administrative Support Specialist, Admissions  
Administrative Assistant, Admissions Coordinator, Appointment Scheduler**

**First Semester**

CLC101 COCAL I (experiential learning) .....	8
CLC111 Career Success .....	1
MED283 Medical Terminology.....	3
BTA134 Information Processing.....	4
Total Credits: 16	

**Second Semester**

CLC102 COCAL II (experiential learning) .....	8
CLC112 Career Search .....	1
MED284 Medical Insurance .....	3
BTA139 Business Systems Applications .....	3
CIS105 Computer Applications .....	3
Total Credits: 18	

**Wages**

In NY the average wage for this occupation was: **\$25,600** for the entry level workers, and **\$38,350** for experienced workers.

**Job Outlook**

Based on the total number of annual openings and its growth rate, the employment prospect for this occupation are described as **Favorable**.

During 2006, there were approximately 11,510 Medical Secretaries employed in NY. We estimate that in 2016, there will be 12,810 employed in NY. This represents an increase of 130 jobs each year, and a total of 180 job openings each year.

Source: <https://careerzone.ny.gov/views/careerzone/search/occupationProfile.jsf>

**INDIVIDUAL STUDIES: (CERTIFICATE)  
PATIENT CARE TECHNICIAN**

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

Sample Job Titles: **Medical Assistant, Patient Care Associate**

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

**First Semester**

CLC101 COCAL I (experiential learning) .....	8
CLC111 Career Success .....	1
SCI136 Essential of Anatomy and Physiology .....	3
-or- BIO181/182 Anatomy & Physiology I or II ..	4
HLT101 Introduction to Allied Health .....	2
HLT136 First Aid and Safety .....	3
Total Credits: 17-18	

**Second Semester**

CLC102 COCAL II (experiential learning) .....	8
CLC112 Career Search .....	1
MED283 Medical Terminology.....	3
HLT111 Introduction to Patient Care .....	1
HLT120 Professional Ethics in Allied Health.....	3
Total Credits: 16	

**Wages**

In NY the average wage for this occupation was: **\$25,600** for the entry level workers, and **\$38,350** for experienced workers.

**Job Outlook**

Based on the total number of annual openings and its growth rate, the employment prospect for this occupation are described as **Favorable**.

During 2006, there were approximately 11,510 Medical Secretaries employed in NY. We estimate that in 2016, there will be 12,810 employed in NY. This represents an increase of 130 jobs each year, and a total of 180 job openings each year.

Source: <https://careerzone.ny.gov/views/careerzone/search/occupationProfile.jsf>

**INDIVIDUAL STUDIES: (CERTIFICATE)  
PHLEBOTOMIST**

To provide a safe and comfortable phlebotomy experience for patients of various age groups, by selecting and caring for an appropriate venous or capillary site and correctly labeling and handling the proper blood collection tubes for tests ordered. May perform a variety of telephone and computer-related activities regarding patient test orders, results, and report generation, separation of blood sample tests, and recordkeeping.

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

**First Semester**

CLC101 COCAL I (experiential learning) .....	8
CLC111 Career Success .....	1
SCI136 Essential of Anatomy and Physiology .....	3
-or- BIO181/182 Anatomy & Physiology I or II ..	4
HLT101 Introduction to Allied Health .....	2
HLT136 First Aid and Safety .....	3
Total Credits: 17-18	

**Second Semester**

CLC102 COCAL II (experiential learning) .....	8
CLC112 Career Search .....	1
MED283 Medical Terminology.....	3
HLT111 Introduction to Patient Care .....	1
HLT120 Professional Ethics in Allied Health.....	3
Total Credits: 16	

**<sup>1</sup>Wages & Employment Trends Nationally**

Median wages (2011):	\$14.80 hourly, \$30,790 annually
Employment (2010):	202,000 employees
Projected growth (2010-2011):	Average 10%-19%
Projected job openings (2010-2011):	65,800

Source: <http://www.onetonline.org/link/summary/31-9097.00>

<sup>1</sup> New York State Department of Labor data was unavailable.

**INDIVIDUAL STUDIES: (CERTIFICATE)  
RECEPTIONIST AND INFORMATION CLERK**

Answer inquiries and obtain information for general public, customers, visitors, and other interested parties. Provide information regarding activities conducted at establishment; location of departments, offices, and employees within organization.

Sample Job Titles:       **Administrative Assistant, Appointment Clerk, Appointment Scheduler,  
Appointment Setter, Automobile Club Information Clerk**

**First Semester**

CLC101 COCAL I (experiential learning) .....	8
CLC111 Career Success .....	1
BTA134 Information Processing.....	4
BTA137 Introduction to Business Technology ...	3
CIS105 Computer Applications .....	3
Total Credits: 19	

**Second Semester**

CLC102 COCAL II (experiential learning) .....	8
CLC112 Career Search .....	1
BTA139 Business Systems Applications .....	3
BUS115 Quantitative Business Applications .....	3
Total Credits: 15	

**Wages**

In NY the average wage for this occupation was: **\$20,580** for the entry level workers, and **\$32,500** for experienced workers.

**Job Outlook**

Based on the total number of annual openings and its growth rate, the employment prospect for this occupation are described as **Very Favorable**.

During 2006, there were approximately 87,120 Receptionists and Information Clerks employed in NY.

We estimate that in 2016, there will be 97,820 employed in NY. This represents an increase of 1,070 jobs each year, and a total of 2,130 job openings each year.

Source: <https://careerzone.ny.gov/views/careerzone/search/occupationProfile.jsf>

**INDIVIDUAL STUDIES: (CERTIFICATE)  
TELLERS**

Receive and pay out money. Keep records of money and negotiable instruments involved in a financial institution's various transactions.

Sample Job Titles: **Account Representative, Bank Representative, Bank Teller, Cashier, Collection Teller**

**First Semester**

CLC101 COCAL (experiential learning) .....	8
CLC111 Career Success .....	1
BUS101 Principles of Business .....	3
BUS115 Quantitative Business Applications .....	3
CIS105 Computer Applications .....	3
Total Credits: 18	

**Second Semester**

CLC102 COCAL II (experiential learning) .....	8
CLC112 Career Search .....	1
ACC101 Financial Accounting.....	4
BUS203 Introduction to Finance .....	3
-or- Business Elective .....	3
Total Credits: 16	

**Wages**

In NY the average wage for this occupation was: **\$20,940** for the entry level workers, and **\$29,380** for experienced workers.

**Job Outlook**

Based on the total number of annual openings and its growth rate, the employment prospect for this occupation are described as **Favorable**.

During 2006, there were approximately 32,570 Tellers employed in NY.

We estimate that in 2016, there will be 33,250 employed in NY. This represents an increase of 70 jobs each year, and a total of 1,420 job openings each year.

Source: <https://careerzone.ny.gov/views/careerzone/search/occupationProfile.jsf>