

The Medical Assistant Program will prepare the student to primarily work in the back office of a medical practice, along with some basic front office duties. Students will be taught the clinical tasks of drawing blood, giving injections, performing lab tests, take patient history, and measuring vital signs. The administrative tasks include: scheduling appointments, code medical information, and financial bookkeeping. Students will serve an internship and prepare for a national certification exam to become a Registered Medical Assistant.

Medical Assistant			SEM CRS	SEM COM	GRADE	Transfer Credit or Course Substitution	CR
PREREQUISITES			General Education Courses			15	
Successfully completion of CCR or qualifying placement score or exemption	ENG 121	English Composition I <u>OR</u>	3				
Successfully completion of CCR or qualifying placement score or exemption	ENG 131	Technical Writing I					
<i>Math 050</i>	MAT 103	Math For Clinical Calculations <u>OR</u>	3				
<i>Refer to College Catalog</i>		Higher GT Level Mathematics					
<i>Refer to College Catalog</i>	MAN 128	Human Relations in Organizations <u>OR</u>	3				
<i>Refer to College Catalog</i>	COM 125	Interpersonal Communication					
<i>Refer to College Catalog</i>	PSY 101	General Psychology <u>OR</u>	3				
<i>Refer to College Catalog</i>	PSY 235	Human Growth and Development					
<i>Refer to College Catalog</i>		Arts/Humanities	3				
Electives			6				
<i>Refer to College Catalog</i>		Arts/Humanities or Social/Behavior Science	3				
<i>Refer to College Catalog</i>		Arts/Humanities or Social/Behavior Science	3				
Semester 1 - Fall			CORE CURRICULUM			17	
<i>Refer to College Catalog</i>	HPR 106	Law & Ethics for Health Professions	2				
<i>Refer to College Catalog</i>	HPR 178	Medical Terminology	2				
Department Chair Approval	MAP 110	Medical Office Administration	4				
Successfully completion of CCR or qualifying placement score or exemption	MOT 125	Basic Medical Science I	3				
	MOT 133	Basic Medical Science II	3				
	MOT 135	Basic Medical Science III	3				
Semester 2 - Spring			16				
<i>Refer to College Catalog</i>	HPR 116	Computers in Health Care	1				
<i>Department Chair Approval</i>	MAP 120	Medical Office Financial Management	4				
	MAP 138	Medical Assisting Laboratory Skills	4				
	MAP 140	Medical Assistant Clinical Skills	4				
	MAP 150	Pharmacology for Medical Assistants	3				
Semester 3 - Summer			6				
Successfully completion of CCR or qualifying placement score or exemption	HPR 108	Dietary Nutrition	1				
Department Chair Approval	MAP 183	Medical Assistant Internship	4				
	MAP 189	Review Medical Assistant National Exam	1				

I have checked the record of the student shown above and found it qualifies him/her for a degree at the completion of _____ semester, 20____

Student

Advisor

Date