



PLAN OF STUDY

Medical Assisting – A45400

The following plan of study is the standard curriculum for the above program. Any deviation from the prescribed curriculum must have approval in advance. All prerequisite course requirements must also be met. To graduate the student must successfully complete all the required courses, the required credit hours for electives, and have at least a 2.0 overall grade point average. This plan of study is subject to change when the college thinks such action is in the best interest of the student or the program. It is the responsibility of the student to meet requirements for graduation. If accepted students do not enroll for three successive semesters, they must contact the Admissions office to determine if readmission is necessary.

Course Title			Hours				Credit	Grade	Semester	Remarks
			Lecture	Lab	Clinical	Contact				
1st Term			Fall 2019							
ACA	118	College Study Skills	1	2	0	3	2			
		OR								
ACA	122	College Transfer Success	0	2	0	2	1			
BIO	163	Basic Anatomy and Physiology	4	2	0	6	5			
MAT	110	Math Measurement and Literacy	2	2	0	3	3			
MED	110	Orientation to Medical Assisting	1	0	0	1	1			
MED	121	Medical Terminology I	3	0	0	3	3			
MED	140	Exam Room Procedures	3	4	0	7	5			
2nd Term			Spring 2020							
MED	118	Medical Law and Ethics	2	2	0	3	2			
		OR								
OST	149	Medical Legal Issues	3	0	0	3	3			
MED	122	Medical Terminology II	3	0	0	3	3			
MED	130	Admin. Office Procedures I	1	2	0	3	2			
MED	131	Admin. Office Procedures II	1	2	0	3	2			
MED	150	Laboratory Procedures	3	4	0	7	5			
MED	272	Drug Therapy	3	0	0	3	3			
3rd Term			Summer 2020							
ENG	111	Writing and Inquiry	3	0	0	3	3			
MED	260	Med Clinical Practicum	0	0	15	15	5			
MED	262	Clinical Perspectives	1	0	0	1	1			
4th Term			Fall 2020							
ENG	112	Writing/Research in Disc	3	0	0	3	3			
PSY	150	General Psychology	3	0	0	3	3			
CIS	110	Introduction to Computers	2	2	0	4	3			
Elec		Humanities/Fine Arts					3			
MED	274	Diet Therapy/Nutrition	3	0	0	3	3			
		OR								
BIO	155	Nutrition	3	0	0	3	3			
5th Term			Spring 2021							
OST	280	Electronic Health Records	2	2	0	4	3			
MED	134	Medical Transcription	2	2	0	4	3			
MED	232	Medical Insurance Coding	1	3	0	4	2			
MED	270	Symptomatology	2	1	0	4	3			
MED	276	Patient Education	1	2	0	3	2			

Total Semester Hours Required for Degree: 72-74

Course Title			Hours					Credit	Grade	Semester	Remarks
			Lecture	Lab	Clinical	Contact					
Humanities/Fine Art Electives											
ART	111	Art Appreciation	3	0	0	3	3				
ART	114	Art History Survey I	3	0	0	3	3				
ART	115	Art History Survey II	3	0	0	3	3				
ENG	231	American Literature I	3	0	0	3	3				
ENG	232	American Literature II	3	0	0	3	3				
ENG	243	Major British Writers	3	0	0	3	3				
HUM	110	Technology and Society	3	0	0	3	3				
HUM	115	Critical Thinking	3	0	0	3	3				
HUM	211	Humanities I	3	0	0	3	3				
HUM	212	Humanities II	3	0	0	3	3				
MUS	110	Music Appreciation	3	0	0	3	3				
MUS	112	Introduction to Jazz	3	0	0	3	3				
MUS	113	American Music	3	0	0	3	3				
PHI	215	Philosophical Issues	3	0	0	3	3				
PHI	240	Introduction to Ethics	3	0	0	3	3				
REL	110	World Religions	3	0	0	3	3				

Program Pre-Requisites

Requirement(s) before application eligibility for the Nursing, PTA, MA or HIT programs	
Math	Complete one
A)	High School GPA = 2.8+; within 10 years of enrollment
B)	Completion/Credit for DMA 010-080 within 10 years
C)	RISE placement test = Mastery of Tier 2 (units 1-12) if 10 years past HS
D)	RISE transition course MAT 003 & mastery of Tier 2 (units 1-12)
E)	Completion of MAT 121, MAT 143, MAT 152, MAT 171 or MAT 263 with a "C" may qualify
English	Complete one
A)	High School GPA = 2.8+; within 10 years of enrollment
B)	Completion/Credit for DRE 097-098 within 10 years of enrollment
C)	RISE placement test = Mastery of Tier 1 (units 1-6) if 10 years past High School
D)	RISE transition course ENG 002 & Mastery of Tier 1 (units 1-6)

- Acceptance to the program based on admission criteria including 2.5 overall GPA.

Program Co-Requisites

- Completion of all general college courses is strongly encouraged prior to entering the program.

Additional Requirements

- A 2.0 is the minimum cumulative grade point average required for progression within the program.
- Successful completion of all courses as outlined in the master schedule – MED courses must be completed with a “B” or greater and support courses with a “C” or greater – required before students will be allowed to register for the succeeding semester.