



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.

			Hours				Credit	Grade	Semester	Remarks
Course Title		Lecture	Lab	Clinical	Contact					
1st Term										
Fall 2020										
ACA	111	College Student Success	1	1	0	1	1			
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 2021										
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 2021										
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 2021										
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 2022										
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

Acceptable Humanities/Fine Arts Electives

			Hours					Grade	Semester	Remarks
Course Title	Lecture	Lab	Clinical	Contact	Credit					
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

- Applicants must complete all developmental requirements to be eligible to take ENG 111, BIO 163, & MAT 110.
- Cumulative GPA of 2.5 unweighted (not rounded).
- Possess a high school diploma or G.E.D.
- Acceptance to the program based on current criteria.

Program Co-Requisites

- Completion of general college courses is encouraged but not required prior to entering the Medical Assisting Program.

Additional Requirements:

- 2.0 is the minimum cumulative grade point average required for progress within the Medical Assisting Program. Successful completion of all courses as outlined in the master schedule above - MED courses must be completed with a B or greater and support courses with a C or greater - is required before Medical Assisting students will be allowed to register for the succeeding semester.