# Medical Assisting

Diploma

**Program** Medical Assisting
**Program Code** D45400

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.

**STANDARD COURSE SEQUENCE**

### Fall Semester – Year One

| Course Code | Course Title | Credits | Notes |
| --- | --- | --- | --- |
| | ACA-111 or ACA-122 | 1 | |
| BIO-163 | Basic Anatomy & Physiology | 5 | |
| MAT-110 | Mathematical Measurement and Literacy | 3 | |
| MED-110 | Orientation to Medical Assisting | 1 | |
| MED-121 | Medical Terminology I | 3 | |
| MED-130 | Administrative Office Procedures I | 2 | |
| MED-131 | Administrative Office Procedures II | 2 | |

### Spring Semester – Year One

| Course Code | Course Title | Credits | Notes |
| --- | --- | --- | --- |
| | MED-118 or OST-149 | 2-3 | |
| MED-122 | Medical Terminology II | 3 | |
| MED-140 | Examining Room Procedures I | 5 | |
| MED-150 | Laboratory Procedures I | 5 | |
| MED-272 | Drug Therapy | 3 | |

### Summer Semester – Year One

| Course Code | Course Title | Credits | Notes |
| --- | --- | --- | --- |
| ENG-111 | Writing and Inquiry | 3 | |
| MED-260 | MED Clinical Practicum | 5 | |
| MED-262 | Clinical Perspectives | 1 | |

**Total Credits 44-45**

Program Prerequisites

- Prior to the application cut-off date for this program, applicants must meet the developmental requirements for the general education courses that are part of the plan of study.
- 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 all 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 nursing 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.