

2008-09 CATALOG
MEDICAL ASSISTANT

A.A.S. Degree Requirements
 60 Credits

GENERAL REQUIREMENTS

***COMMUNICATIONS:- (9)**

Complete the following courses with a 'C' or better:

- Engl 111X (3)_____
- Abus 271 (3)_____
- OR Engl 211X (3)_____
- OR Engl 212 (3)_____
- OR Engl 213X (3)_____
- Comm 131X or 141X (3)_____

***COMPUTATION:- (3)**

Complete one of the following courses with a 'C' or better:

- Math/Computer Science/Statistics course at the 100-level or above: _____(3)_____
- OR Abus 155 (3)_____
- OR Devm 105 (3)_____
- OR Ece 117 (3)_____
- OR Hlth 116 (3)_____
- OR Hums 117 (3)_____
- OR Prt 155 (3)_____
- OR Ttch 131 (3)_____
- OR other program approved discipline-based computation course or discipline-based courses with embedded computation content for 3 credits:
 _____()_____

***HUMAN RELATIONS: - (3)**

Complete one of the following courses with a 'C' or better:

- Anth 100X/Soc 100X (3)_____
- OR Abus 154 (3)_____
- OR Anl 287 (3)_____
- OR Ece 245 (3)_____
- OR Ed/Psy 245 (3)_____
- OR Hlth 106 (3)_____
- OR Hums 120 (3)_____
- OR Rhs 110 (1)_____ AND Rhs 115 (2)_____
- OR other program approved discipline-based human relations course or discipline-based courses with embedded human relations content for 3 credits:
 _____()_____

NOTE: Students planning to go on to a baccalaureate degree need to work closely with their advisors and are encouraged to select courses meeting core requirements and courses designated within majors and minors. Only courses with an X designator count toward the baccalaureate core.

ALL credits for the A.A.S. must be at the 100-level or above.

**Designates only grades of "C" or better may be used to fulfill this requirement.*

***MAJOR REQUIREMENTS:**

A. Complete the following:- (40)

- Hlth 100 (3) _____
- Hlth 110 (2)_____
- Hlth 114 (4)_____ or Biol 100x(4)_____
- Hlth 118 (2)_____
- Hlth 122 (1)_____ OR current First Aid/CPR card
- Hlth 132 (2)_____
- Hlth 142 (4)_____
- Hlth 208 (3)_____
- Hlth 234 (4)_____
- Hlth 244 (4)_____
- Hlth 247 (2)_____
- Hlth 268 (4)_____
- OR Hlth 261 (2)_____ AND Hlth 267 (2-4)_____
- Cios 150 (3)_____
- OR CIOS elective at 200-level _____(3)_____

B. Complete 3-7 credits from approved HLTH, CIOS, ABUS, HUMS, DEVS or COMM electives:

- _____ () _____ () _____
- _____ () _____

C. Complete 1 of the following options:- (0-3)

Option A:

Timed Typing Exam: _____
 (45 WPM typing skills)
 Memo must come from the Dept. Head that this exam has been passed.

OR

Option B:

Abus 108 (3)_____
 (Must earn a grade of "B" or better for 3 credits in course)

Credits required for core:	15
Credits required for major:	45-48
Total credits required for degree	60

**MEDICAL ASSISTANT
ASSOCIATE OF APPLIED SCIENCE
RECOMMENDED COURSE SEQUENCE**

First Year: Fall

HLTH	110	Professional Skills for Workplace	2
HLTH	116	Math in Health Care	3
HLTH	118	Medical Law and Ethics	2
HLTH	100	Medical Terminology	3
CIOS	150	Computer Business Apps.	3
COMM	131X or 141X		3
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Second Year: Fall

HLTH	122	First Aid	1
HLTH	234	Admin II	4
HLTH	244	Clinical II	4
CIOS	208	Medical Machine Transcription	2
Hlth	247	Introduction to Pharmacology	2
Elective	(Hlth 105, 203, 245, 248)		4
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First Year: Spring

HLTH	114	Fund of Anatomy and Physiology*	4
HLTH	132	Admin I	2
HLTH	142	Clinical I	4
ENGL	111X	Intro to Academic Writing	3
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Second Year: Spring

HLTH	268	Medical Asst. Externship	4
ENGL	211X/212/213X or Abus 271		3
		COMPUTATION course	3
		HUMAN RELATIONS	3
		Elective (Cios, Abus, Hums, Devs, Comm)	3
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