



ASSOCIATE OF APPLIED SCIENCE

MEDICAL ASSISTING – Day Track

The catalog in force is assigned to students based on the academic year they first applied to the college, and changes only when students change their major or request the change in writing. Refer to Policy No. 3357:15-13-28.

1920 Catalog

Effective Summer 2019

3100

Health and Public Services Division

Medical Technology Programs Department

TECHNICAL Course Number	Course Title	Credits	Pre- and Co-Requisites	Completed Sem./Year
MAT100	Medical Assisting I ▲-	5	Co-MAT101	
MAT101	Medical Office Procedures ▲-	4	Co-MAT100	
MAT102	Medical Assisting II ▲+	5	MAT100 and MAT101	
MAT200	Medical Laboratory Procedures for Medical Assisting ▲-	3	MAT102	
MAT201	Insurance for Medical Assisting ▲-	3	MAT102	
MAT202	Pharmacology/Administration of Medications	3	MAT102	
MAT203	Medical Assisting III ▲+	2	MAT200 and MAT201 and Co-MAT204 and Co-MAT205 and Co-MAT206	
MAT204	Medical Office Management ▲+	3	MAT200 and MAT201 and Co-MAT203 and Co-MAT205 and Co-MAT206	
MAT205	Medical Assisting Seminar ▲+	1	MAT200 and MAT201 and Co-MAT203 and Co-MAT204 and Co-MAT206	
MAT206	Medical Assisting Practicum ▲+	2	MAT200 and MAT201 and Co-MAT203 and Co-MAT204 and Co-MAT205	
Total		31		
NON-TECH Course Number	Course Title	Credits	Pre- and Co-Requisites	Completed Sem./Year
SSC101	Student Success Seminar^^	1	<i>Take first semester</i>	
ITD122	Computer Applications for Professionals^	3	ITD100 or Proficiency	
BIO101	Introduction to Anatomy & Physiology^	3	IDS102 or Proficiency	
BIO125	Medical Terminology	3		
COM122	Interpersonal Communications	3		
ENG124	College Composition^	3	Co-ENG024 or Co-ENG011 or Proficiency	
MTH105 or MTH124 or MTH125	Math for Allied Health^ or Statistics ^ Ω or College Algebra^ Ω	3 or 3 or 4	<i>Check for prerequisites</i>	
NTR121	Nutrition for Health^	3	IDS102 or Proficiency	
PSY121	General Psychology^	3	IDS102 or Proficiency	
GER121	Introduction to Gerontology	3		
MAT103	Medical Law & Ethics ▲+	3		
	<i>Elective*</i>	3-4		
Total		34-36		
TOTAL CREDIT HOURS		65-67		

^Based on SSC placement scores.

^^To promote student success, this course should be taken in the first semester.

Ω MTH125 College Algebra or MTH124 Statistics should only be taken by students planning to transfer to a four-year institution.

▲+ Spring only courses. Please see your academic advisor for availability.

▲- Fall only courses. Please see your academic advisor for availability.

***Choose from the following options: (MAT234 and MAT235), GER 122, Sociology offering, or Psychology offering. MAT234 requires MAT235 in order to apply for the phlebotomy certification exam. MAT235 requires an additional semester.**

Minimum grade of "C" in all technical and non-technical courses in the program curriculum is required.

Application criteria requires a "B" or better in (MTH091 and MTH092) or proficiency, ENG011 or proficiency, and IDS102 or proficiency to apply to the MAT program.

FULL-TIME STUDENT ADVISING NOTESAcademic Advising

Students should make an appointment to see their advisor before registering for classes each semester. They should have prepared a completed registration form, including courses they wish to take, prior to this meeting.

Course Sequence

The semester-by-semester listing below provides the normal scheduling option for full-time associate degree students who plan to finish in two years.

<u>First Semester</u>		<u>Credit Hours</u>	<u>Pre- and Co-requisites</u>
SSC101	Student Success Seminar^^	1	<i>Take first semester</i>
BIO101	Introduction to Anatomy & Physiology^	3	IDS102 or Proficiency
BIO125	Medical Terminology	3	
MAT100	Medical Assisting I▲-	5	Co-MAT101
MAT101	Medical Office Procedures▲-	4	Co-MAT100
		16	
<u>Second Semester</u>			
MTH105	Math for Allied Health^	3	
or	or	or	
MTH124	Statistics ^ Ω	3	<i>Check for prerequisites</i>
or	or	or	
MTH125	College Algebra^ Ω	4	
MAT102	Medical Assisting II▲+	5	MAT100 and MAT101
MAT103	Medical Law & Ethics▲+	3	
ENG124	College Composition^	3	Co-ENG024 or Co-ENG011 or Proficiency
		14-15	
<u>Third Semester (Summer)</u>			
PSY121	General Psychology^	3	IDS102 or Proficiency
COM122	Interpersonal Communication	3	
		6	
<u>Fourth Semester</u>			
MAT200	Medical Lab Procedures for Medical Assisting▲-	3	MAT102
MAT201	Insurance for Medical Assisting▲-	3	MAT102
MAT202	Pharmacology/Administration of Medications	3	MAT102
<i>Elective*</i>		3-4	
GER121	Introduction to Gerontology	3	
		15-16	
<u>Fifth Semester</u>			
MAT203	Medical Assisting III▲+	2	MAT200 and MAT201 and Co-MAT204 and Co-MAT205 and Co-MAT206
MAT204	Medical Office Management▲+	3	MAT200 and MAT201 and Co-MAT203 and Co-MAT205 and Co-MAT206
MAT206	Medical Assisting Practicum▲+	2	MAT200 and MAT201 and Co-MAT203 and Co-MAT204 and Co-MAT205
MAT205	Medical Assisting Seminar▲+	1	MAT200 and MAT201 and Co-MAT203 and Co-MAT204 and Co-MAT206
ITD122	Computer Applications for Professionals^	3	ITD100 or Proficiency
NTR121	Nutrition for Health^	3	IDS102 or Proficiency
		14	
	TOTAL CREDITS	65-67	

^Based on SSC placement scores.

^^To promote student success, this course should be taken in the first semester.

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▲+ Spring only courses. Please see your academic advisor for availability.

▲- Fall only courses. Please see your academic advisor for availability.

***Choose from the following options: (MAT234 and MAT235), GER 122, Sociology offering, or Psychology offering. MAT234 requires MAT235 in order to apply for the phlebotomy certification exam. MAT235 requires an additional semester.**

Minimum grade of "C" in all technical and non-technical courses in the program curriculum is required.

Application criteria requires a "B" or better in (MTH091 and MTH092) or proficiency, ENG011 or proficiency, and IDS102 or proficiency to apply to the MAT program.