



Program Completion Guide
ASSOCIATE IN APPLIED SCIENCE - MEDICAL ASSISTING

Student Name: _____ **ID #:** _____ **Date of Enrollment:** _____

Criminal background checks and/or drug testing may be required by clinical agencies prior to a student's participation in the clinical component of a course. Failure to meet clinical agency requirements will result in the student not having the opportunity to meet clinical objectives; therefore, the student will not be allowed to progress in the program.

Section I: Developmental Courses (if needed)

Courses	Scores	Cr.	Prerequisites / Corequisites	Grade	Notes/Semester
DMA 010 Operations with Integers	<7 on DAP	1	Pre: None		
DMA 020 Fractions and Decimals	<7 on DAP	1	Pre: DMA 010		
DMA 030 Propor/Ratio/Rate/Percent	<7 on DAP	1	Pre: DMA 010-020		
DMA 040 Express/Lin Equat/Inequal	<7 on DAP	1	Pre: DMA 010-030 or MAT 060		
DMA 050 Graphs/Equations of Lines	<7 on DAP	1	Pre: DMA 010-040 or DMA 040 and MAT 060		
DRE 096 Integrated Reading and Writing	72-91 +	3	Pre: None		
DRE 097 Integrated Reading Writing II	91-128 +	3	Pre: DRE 096		
DRE 098 Integrated Reading Writing III	129-165 +	3	Pre: DRE 097		
	+ Reading Comprehension PLUS Sentence Skills Scores				

Section II:

A. Medical Assisting Certificate (C45400) Course Requirements 16 credit hours: Complete Section 1 (as required) and Section II, A.

Courses	Cr.	Recommended Semester	Prerequisites / Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
MED 110 Orientation to Medical Assisting*	1	1 st year – fall	Pre: DRE 098 or ENG 090 and RED 090, DMA 010-040 or MAT 070, Enrollment in Medical Assisting program Co: MED 130		
MED 118 Medical Law & Ethics*	2	1 st year - fall	Pre: DRE 098 or ENG 090 and RED 090		
MED 121 Medical Terminology*	3	1 st year - fall	Pre: DRE 098 or ENG 090 and RED 090		
MED 130 Administrative Office Procedures*	2	1 st year - fall	Pre: DRE 098 or ENG 090 and RED 090, Enrollment in Medical Assisting program Co: MED 110		
MED 112 Orientation to Clinical Setting I	1	1 st year - spring	Pre: MED 110, MED 118, MED 121, MED 130		
MED 122 Medical Terminology II*	3	1 st year - spring	Pre: MED 121		
MED 131 Administrative Office Procedures II*	2	1 st year - spring	Pre: MED 130 Co: MED 232		
MED 232 Medical Insurance Coding	2	1 st year - spring	Pre: MED 121 Co: MED 131		

B. Medical Assisting Associate in Applied Science Degree (A45400) Course Requirements 68 credit hours: Complete Sections I (as required) and Section II, A and B.

Courses	Cr.	Recommended Semester	Prerequisites / Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
ACA 122 College Transfer College	1	1 st year – fall	None		
CIS 110 Intro to Computers	3	1 st year – fall	Pre: CIS 070, DRE 097 Co: DRE 098 or RED 090		



ENG 111 Writing and Inquiry	3	1 st year – fall	Pre: DRE 098 or ENG 090 and RED 090 Co: ACA 115 or ACA 122		
OST 131 Keyboarding	2	1 st year – fall	Pre: 25 nwpm on keyboarding placement test		
BIO 163 Basic Anatomy & Physiology*	5	1 st year – spring	Pre: DRE 098 or ENG 090 and RED 090, DMA 010-050 or MAT 070		
ENG 112 Writing/Research in the Disciplines	3	1 st year – spring	Pre: ENG 111		
MAT 143 Quantitative Literacy	3	1 st year – spring	Pre: DMA 010-050, DRE 098 Co: ACA 115 or ACA 122		
MED 140 Exam Room Procedures I*	5	1 st year - summer	Pre: BIO 163, MED 121, MED122		
ACC 115 College Accounting	4	2 nd year - fall	Pre: DMA 010-040 or MAT 070, DRE 097 or RED 080 Co. DRE 098 or RED 090		
MED 114 Professional Interactions in Health Care	1	2 nd year - fall	Pre: MED 140, Enrollment in Medical Assisting program		
MED 150 Lab Procedures I*	5	2 nd year - fall	Pre: MED 140		
MED 270 Symptomatology	3	2 nd year - fall	Pre: MED 122, MED 131, Enrollment in Medical Assisting program		
MED 272 Drug Therapy	3	2 nd year - fall	Pre: MAT 143, MED 140, Enrollment in Medical Assisting program		
MED 260 MED Clinical Practicum *	5	2 nd year - spring	Pre: MED 112, MED 114, MED 131, MED 150, MED 232, MED 270, MED 272		
PSY 150 General Psychology	3	2 nd year - spring	Pre: DRE 098 or ENG 090 and RED 090		

Electives: (All degree seeking students must take one Humanities/Fine Arts and one Social/Behavioral Sciences elective from lists below unless a specific course is required above.)

Humanities/Fine Arts Electives (3 credits) ** (Courses with the following prefixes will satisfy this requirement: ART, DRA, ENG (literature courses only), HUM, MUS, PHI, REL, and SPA (Intermediate Spanish I only).

Courses offered at RCC:

ART 111, DRA 111, ENG 131, ENG 231, ENG 232, MUS 110, PHI 240, REL 211, REL 212, SPA 211

Course	Recommended Semester	Semester Registered/Planned	Semester Completed/Grade
	2 nd year - spring		

NOTES: * Core Courses: Must have a grade of "C" or better

** See course catalog for prerequisite and/or corequisite requirements

Students please read the following and sign below.

I understand that as an RCC student, I am ultimately responsible for my schedule. I understand that I must do the following or it may affect my ability to graduate on time.

- Complete all core courses with a grade of C or better
- Successfully complete all courses.
- Follow the established course sequence.

My advisor has information regarding other colleges and transfer opportunities that I can investigate after completing my degree/diploma/certificate and I understand that if I would like more information I can schedule an appointment with him/her.

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____