



Program Completion Guide  
**ASSOCIATE IN APPLIED SCIENCE - MEDICAL ASSISTING (A45400)**

Student Name: \_\_\_\_\_ ID #: \_\_\_\_\_ Date of Enrollment: \_\_\_\_\_

Advisor Name: \_\_\_\_\_ Contact Information: \_\_\_\_\_

*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.*

**Note: Developmental coursework may be required. Please refer to the Developmental Education Guide for additional information.**

**A. Medical Assisting Certificate (C45400) Course Requirements 18 credit hours: Complete Section A.**

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
MED 110 Orientation to Medical Assisting*	1	1 <sup>st</sup> year – fall	Pre: MAT 003 Tier 2 or BSP 4003 Tier 2, ENG 002 or BSP 4002 or ENG 111, Enrollment in Medical Assisting program Co: MED 130		
MED 118 Medical Law & Ethics*	2	1 <sup>st</sup> year - fall	Pre: ENG 002 or BSP 4002 or ENG 111		
MED 121 Medical Terminology*	3	1 <sup>st</sup> year - fall	None		
MED 130 Administrative Office Procedures*	2	1 <sup>st</sup> year - fall	Pre: ENG 002 or BSP 4002 or ENG 111, Enrollment in Medical Assisting program Co: MED 110		
MED 122 Medical Terminology II*	3	1 <sup>st</sup> year - spring	Pre: MED 121		
MED 131 Administrative Office Procedures II*	2	1 <sup>st</sup> year - spring	Pre: MED 130 Co: MED 232		
MED 134 Medical Transcription* (Optional Elective for degree.)	3	1 <sup>st</sup> year - spring	Pre: MED 121		
MED 232 Medical Insurance Coding *	2	1 <sup>st</sup> year - spring	Pre: MED 121 Co: MED 131		

**B. Medical Assisting Associate in Applied Science Degree (A45400) Course Requirements 70-73 credit hours: Complete Sections A and B.**

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
ACA 122 College Transfer College	1	1 <sup>st</sup> year – fall	None		
CIS 110 Intro to Computers	3	1 <sup>st</sup> year – fall	Pre: ENG 002 or BSP 4002 or ENG 111		
ENG 111 Writing and Inquiry	3	1 <sup>st</sup> year – fall	Pre: ENG 002 or BSP 4002 Co: ACA 122, ENG 011		
OST 131 Keyboarding	2	1 <sup>st</sup> year – fall	Pre: 25 NWPM on keyboarding placement test		
BIO 163 Basic Anatomy & Physiology*	5	1 <sup>st</sup> year – spring	Pre: MAT 003 Tier 2 or BSP 4003 Tier 2, ENG 002 or BSP 4002 or ENG 111		
ENG 112 Writing/Research in the Disciplines	3	1 <sup>st</sup> year – spring	Pre: ENG 111		



MAT 143 Quantitative Literacy	3	1 <sup>st</sup> year – spring	Pre: MAT 003 Tier 2 or BSP 4003 Tier 2, ENG 002 or BSP 4002 or ENG 111 Co: ACA 122, MAT 043 with MAT 003		
MED 112 Orientation to Clinical Setting I*	1	1 <sup>st</sup> year - spring	Pre: MED 110, MED 118, MED 121, MED 130		
MED 140 Exam Room Procedures I*	5	1 <sup>st</sup> year - summer	Pre: BIO 163, MED 121, MED122		
ACC 115 College Accounting or ACC 120 Principles of Accounting	4	2 <sup>nd</sup> year - fall	Pre: MAT 003 Tier 2 or BSP 4003 Tier 2, ENG 002 or BSP 4002 or ENG 111		
MED 114 Professional Interactions in Health Care*	1	2 <sup>nd</sup> year - fall	Pre: MED 140, Enrollment in Medical Assisting program		
MED 150 Lab Procedures I*	5	2 <sup>nd</sup> year - fall	Pre: MED 140		
MED 270 Symptomatology*	3	2 <sup>nd</sup> year - fall	Pre: MED 122, MED 131, Enrollment in Medical Assisting program		
MED 272 Drug Therapy*	3	2 <sup>nd</sup> year - fall	Pre: MAT 143, MED 140, Enrollment in Medical Assisting program		
MED 260 MED Clinical Practicum*	5	2 <sup>nd</sup> year - spring	Pre: MED 112, MED 114, MED 131, MED 150, MED 232, MED 270, MED 272		
MED 264 Med Assisting Overview*	2	2 <sup>nd</sup> year-spring	Co: MED 260		
PSY 150 General Psychology	3	2 <sup>nd</sup> year - spring	Pre: ENG 002 or BSP 4002 or ENG 111		

**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.)**

<b>Humanities/Fine Arts Electives (3 credit hours)** (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).</b>			
Courses offered at RCC: ART 111, DRA 111, ENG 131, ENG 231, ENG 232, MUS 110, PHI 240, REL 211, REL 212			
<b>Course</b>	<b>Recommended Semester</b>	<b>Semester Registered/Planned</b>	<b>Semester Completed/Grade</b>
	2 <sup>nd</sup> year - spring		

**NOTES:** \*All BIO and MED courses must be completed with a grade of “B” 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 complete each course with a grade of “C” or better and follow the established course sequence or my ability to graduate on time may be affected.

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: \_\_\_\_\_

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