



**EFFECTIVE 2024 FALL: THIS PROGRAM IS IN TEACH-OUT STATUS.  
NO NEW DIPLOMA STUDENTS WILL BE ENROLLED AFTER 2024 FALL.  
CURRENT STUDENTS MUST COMPLETE THE PROGRAM BY 2026 SUMMER.  
LAST SEMESTER THESE CLASSES WILL BE OFFERED IS 2026 SUMMER.**

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 15 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<br>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 I*               | 3   | 1 <sup>st</sup> year - fall   | None   |                              |                           |
| MED 130 Administrative Office Procedures I*  | 2   | 1 <sup>st</sup> year - fall   | Pre: ENG 002 or BSP 4002 or ENG 111, Enrollment in Medical Assisting program<br>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<br>Co: MED 232  |                              |                           |
| MED 232 Medical Insurance Coding *           | 2   | 1 <sup>st</sup> year - spring | Pre: MED 121<br>Co: MED 131  |                              |                           |

**B. Medical Assisting Associate in Applied Science Degree (A45400) Course Requirements 70 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 011                               |                              |                           |
| OST 131 Keyboarding                         | 2   | 1 <sup>st</sup> year – fall   | None                                       |                              |                           |
| BIO 163 Basic Anatomy & Physiology*         | 5   | 1 <sup>st</sup> year – spring | None                                       |                              |                           |
| ENG 112 Writing/Research in the Disciplines | 3   | 1 <sup>st</sup> year – spring | Pre: ENG 111 with a grade of "C" or better |                              |                           |
| MAT 143 Quantitative Literacy               | 3   | 1 <sup>st</sup> year – spring | Pre: MAT 003 Tier 2 or BSP                 |                              |                           |



|  |   |                               |  |  |  |
|--|---|-------------------------------|--|--|--|
|  |   |                               | 4003 Tier 2 or MAT 043, ENG 002 or BSP 4002 or ENG 111   |  |  |
| 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<br>or<br>ACC 120 Principles of Accounting | 4 | 2 <sup>nd</sup> year - fall   | Pre: MAT 003 Tier 2 or BSP 4003 Tier 2<br>Co: ENG 002 or BSP 4002 or ENG 111<br><br>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 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 | None   |  |  |

**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 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).**

Courses offered at RCC: ART 111, DRA 111, ENG 231, ENG 232, MUS 110, PHI 240, REL 211, REL 212

| Course | Recommended Semester          | Semester Registered/Planned | Semester Completed/Grade |
|--------|-------------------------------|-----------------------------|--------------------------|
|        | 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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