

18 Months

Credits Required for Graduation: 69

Associate of Applied Science (A.A.S.) Degree

2009 – 2010

Revised: 7/09

August Start

First Year – Fall Semester

Course Number	Course Title	Clock Hours	Credits
MA 105	Intro to Medical Assisting I	56	2
MA 115	Medical Terminology	42	1.5
MA 121	Keyboarding and Word Processing	28	1
MA 125	Medical Law and Ethics	56	2
MA 136	Anatomy and Pathology I	56	2
MA 175	Clinical Office Procedures	56	2
ACCT 210	Principles of Accounting I	48	3
CIS 105	Computer Software Applications	48	3
		390	16.5

First Year – Spring Semester

Course Number	Course Title	Clock Hours	Credits
MA 138	Anatomy and Pathology II	56	2
MA 146	Advanced Word Processing	56	2
MA 150	Intro to Medical Assisting II	56	2
MA 153	ICD-9 Medical Coding	28	1
MA 155	Medical Office Transcription	70	2.5
MA 165	Pharmacology	56	2
MA 167	CPT Medical Coding	56	2
SOC 100	Introduction to Sociology (college credit)	48	3
• Selected Communications Course		48	3
		474	19.5

Second Year – Fall Semester

Course Number	Course Title	Clock Hours	Credits
MA 171	Medical Laboratory Procedures	82	2.5
MA 211	Computerized Medical Office Procedures I	42	1.5
MA 212	Patient-to-Payment/Insurance Procedures	56	2
MA 221	Integrated Applications	56	2
MLT 135	Principles of Phlebotomy	28	1
AED 100	Automated External Defibrillator	14	.5
HAZ 100	Hazardous Material	14	.5
SPCM 101	Fundamentals of Speech (college elective)	48	3
• Selected Mathematics Course		48	3
• Selected Behavioral Science Course		48	3
		436	19

Second Year – Spring Semester

Course Number	Course Title	Clock Hours	Credits
MA 201	Electronic Health Records	42	1.5
MA 205	Clinical Office Procedures	56	2
MA 214	Emergency Preparedness	28	1
MA 215	Administration of Medications	28	1
MA 220	Diagnostic and Therapeutic Procedures	42	1.5
MA 230	Computerized Medical Office Procedures II	56	2
MA 240	Administrative and Clinical Externship	240	4
AC 100	Applied Communications	28	1
		520	14

- Students will select a course from each of the three areas to meet general education requirements. Courses marked with an asterisk can be transferred directly to the university system under the terms of articulation agreements. Students should speak to an advisor before selecting transferable courses.

Behavioral Science

[PSYC 100](#) – Human Relations

[PSYC 101](#) – General Psychology *

Communications

[COMM 101](#) – Contemporary Communication

[ENGL 101](#) – Composition *

Mathematics

[MATH 100](#) – Applied General Math

[MATH 101](#) – Intermediate Algebra

[MATH 102](#) – College Algebra *