

Degree Pathway

A.A.S. in Medical Assistant - Catalog Year 2021-22

The number of credits you take each year will determine when you graduate. To graduate on time, you are strongly encouraged to enroll in at least 30 credits toward your degree during the calendar year, including fall and spring semesters and winter and summer sessions. This Degree Pathway is designed for students who place into **developmental English and math**. An additional pathway is available for students who place into ENGL-101 and MA-301. Please see the degree website or your advisor for more information.

Courses in **Bold Text** are prerequisites for later courses and should be taken where indicated in the sequence.

Fall Semester #1

Courses	Credits	Prerequisites and Corequisites ¹
ENGL-101 English Composition I (ALP section) (Required Core 1A - English Composition)	3	Pre/corequisite: Must satisfy developmental requirement in English or be co-enrolled in BE-102
ENGL-99 Developing Competence in College Reading, Writing, & Study Skills	0 (4 eq.)	Corequisite: ENGL-101
MA-301 Mathematics for the Liberal Arts (Required Core 1B: Mathematical and Quantitative Reasoning)	3	Prerequisite: Complete developmental requirements in Math or be co-enrolled in MA-301 ALP
MA-301 ALP Corequisite Support for Mathematics for the Liberal Arts	0 (2 eq.)	Corequisite: MA-301
BU-801 Typewriting/Keyboarding²	2	None
Total credits for semester	8 + (6 eq.)	

Spring Semester #1

Courses	Credits	Prerequisites and Corequisites ¹
ENGL-102 English Composition II (Required Core 1A: English Composition)	3	Prerequisite: ENGL-101 or placement
BI-111 Introduction to Human Biology	3	None
BI-520 Introduction to Public Health (Required Core 1C: Life and Physical Sciences)	4	Prerequisite: Complete developmental requirements in English
BU-903 Medical Office Procedures	3	Prerequisite: BU-801 or the equivalent ²
BU-907 Word Processing	3	None
Total credits for semester	16	

Summer Session

Courses	Credits	Prerequisites and Corequisites ¹
HIST-110, HIST-111, or HIST-112 (Flexible Core 2A: World Cultures and Global Issues)	3	Corequisite: ENGL-101
SOCY-101 Sociology (Flexible Core 2D: Individual and Society)	3	Pre/corequisite: Complete developmental requirements in English or co-enroll in ENGL-101
Total credits for session	6	

Fall Semester #2

Courses	Credits	Prerequisites and Corequisites ¹
BI-150 Organization and Delivery of Health Care	2	None
BI-340 Assisting in the Medical Office: Clinical Testing Procedures	2	Prerequisite: BI-520
BI-341 Assisting in the Medical Office: Medical Assisting Procedures	2	Prerequisite: BI-111
BI-403 Medical Terminology	2	None
BI-451 Phlebotomy Technology	1	Prerequisite: BI-111
BU-812 Transcription and Dictation of Business Documents	2	Prerequisite: BU-801 or the equivalent ²
BU-916 Medical Billing and Coding I	3	None
Total credits for semester	14	

Spring Semester #2

Courses	Credits	Prerequisites and Corequisites ¹
Medical Assistant Elective Courses (See table below)	3	Check individual courses for prerequisites and corequisites
BI-260 Patient Care Coordination	2	Prerequisite: BI-150
BI-452 EKG Technology	2	Prerequisite: BI-341
BU-600 Business Internships OR	3	Prerequisite for BU-600: Minimum 2.5 cumulative GPA
BI-961 Phlebotomy Practice AND	1	Prerequisite for BI-961: BI-451 and instructor permission
HE-110 Cardiopulmonary Resuscitation AND	1	Prerequisite for HE-110: None
BI-950 Field Experience in Medical Assisting	1	Prerequisite for BI-950: Minimum 2.5 cumulative GPA, must apply during previous term
BU-917 Healthcare Information Management	3	None
PHIL-140 Medical Ethics (Flexible Core 2D: Individual and Society)	3	Pre/corequisite: Complete developmental requirements in English or co-enroll in ENGL-101
Total credits for semester	16	
Total credits required for A.A.S in Medical Assistant	60	

Medical Assistant Electives

Students must complete 5 credits of electives from the list below.

Courses	Credits	Prerequisites and Corequisites ²
BI-510 Pharmacology	3	Prerequisite: BI-302 or permission of department
BI-950, BI-951, or BI-952 Field Experience in Medical Assisting	1-3	Prerequisite: Minimum 2.5 cumulative GPA, must apply during previous term
BU-801 Typewriting/Keyboarding ²	2	None
BU-918 Medical Coding and Billing II	3	Prerequisite: BU-916
CH-120 Fundamentals of Chemistry	3	None
HE-102 Introduction to Health Education	2	None
HE-103 Fundamentals of Human Nutrition	3	Prerequisite: Complete developmental requirements in English
SP-211 Speech Communication	3	None

Notes:

1. Prerequisites for a course must be passed before taking the course. Corequisites must be passed before taking the course or taken in the same term as the course.
2. Any keyboarding/typewriting course that was taken at another institution must be evaluated and approved by a full-time member of the Office Administration and Technology (Business Department) faculty. Students who have had previous training in typewriting/keyboarding may also receive 2 credits for BU-801 through Credit by Exam, see the Business Department for details.

All students must complete two (2) WI designated classes to fulfill degree requirements.