

MEDICAL ASSISTING PROGRAM INFORMATION SHEET

Entry into the Medical Assisting Program will be determined on a first come, first served basis; when a student completes his/her application process, they will receive a start date. Some courses may be taken ahead of the start date, and some may transfer in if the course objectives have been met.

The following must be completed prior to receiving a start date in the program:

1. Application for Admissions
2. High School or GED Transcripts and College Transcripts (if applicable)
3. Completed Student Health Statement Form
4. Math, Reading, and Writing Placement Scores (We accept the ACT, Asset, or Compass test or equivalent college courses.)

The following must be completed prior to starting the first term in the Medical Assisting program:

1. Health Care Provider CPR Card
2. Specific Levels of Math, Reading, and Writing Placement Scores (See below for specific information)

Math Placement:

- COMPASS Math placement score **41 or higher** or
- ACT Math placement score **17 or higher** or
- MATH0900 or higher math course (with minimum grade of C)

Reading Placement:

- COMPASS Reading placement score **75 or higher, or**
- ACT Reading placement score **17 or higher, or**
- ENGL0880 or higher reading course (with minimum grade of C)

Writing Placement:

- COMPASS Writing placement score **75 or higher** or
- ACT Writing placement score **19 or higher, or**
- ENGL0980 or higher writing course (with minimum grade of C)

* These courses are recommended to be taken while on the waiting list. Bolded courses may **NOT** be taken before start date. **All required MEDA courses must be completed with a C+ or higher. All other required general education courses must be completed with a C or higher.**

REQUIRED COURSES	COURSE #	# of CR. HRS	GRADE	TERM
FIRST TERM				Fall or Spring
Administrative Medical Assisting	MEDA 1102	2.0		
*Structure & Function of Human Anatomy	BIOS 1000	6.0		
*Medical Terminology I	MEDA1101	2.0		
*Composition I	ENGL 1010	4.5		
*Microsoft Applications I	BSAD 1010	4.5		
		19.0		
SECOND TERM				Winter or Summer
Medical Calculations	MEDA 1407	1.0		
Communications in Allied Health	MEDA 1202	4.5		
Medical Law & Ethics	MEDA 1203	3.0		
Exam Room I	MEDA 1205	2.5		
Basic Pharmacology	MEDA 1406	2.0		
*Word Application I	OFFT 1710	4.5		
*First Aid & Emergency Care	MEDA 1204	2.0		
*Medical Terminology II	MEDA 1201	3.0		
		22.5		
THIRD TERM				Spring or Fall
Examination Room II	MEDA 1301	7.5		
Basic Urinalysis & Microbiology for the Office Lab	MEDT 1161	1.0		
Basic UA / Micro Laboratory	MEDT 1171	1.0		
Basic Hematology for the Office Laboratory	MEDT 1181	1.0		
Basic Hematology Laboratory	MEDT 1191	1.0		
Computerized Medical Management	OFFT 2650	3.0		
Medical Office Procedures	OFFT 2440	4.5		
		19.0		
FOURTH TERM				Summer or Winter
Clinical Education	MEDA 1401	8.0		
Senior Clinical Seminar	MEDA 1402	3.0		
Medical Disease	MEDA 1404	4.5		
Insurance for the Medical Office	MEDA 1405	3.0		
		18.5		
Total Required CREDIT HOURS:		79.0		