

Associate of Applied Science is awarded to students who satisfy the following requirement:

Courses	Cr.	Qtr.	Gr.
Communication Skills			
WR 121Z- Composition I (or higher)			
Computation Skills			
MATH 60 – Beginning Algebra I or higher			
Human Relations			
PSYC 101 – Psychology of Human Relations or PSYC 201Z -Intro to Psychology I and MA 118 Clinical Procedures Practicum			
Fall Year 1			
GSCI 161 - Med terminology I	3		
MA 112 – Intro. into Medical Assisting	4		
WR 121Z- Composition I or higher	4		
PSYC 101 – Psyc of Human Relations or PSYC 201Z – Intro to Psychology I	3/4		
Winter			
GSCI 162 - Med Terminology II	3		
MA 117 - Clinical Procedures	4		
MATH 60 – Beginning Algebra I	5		
BIOL 121 – Intro to Human Anatomy & Physiology or A& P series BIOL 231, 232, & 233 (12 Credits)	5		
Spring			
MA 115 - Phlebotomy	3		
MA 116 –Introductions to Medications	4		
CS 101 – Computer Fundamentals I	4		
Summer Year 2			
MA 118 - Clinical Procedures Practicum	5		
MA 119 - Externship seminar	1		
COM 111Z – Public Speaking	4		
Fall			
BT 221 – Word Processing I	3		
MREC 210 –Medical Billing I	3		
BA 101Z – Introduction to Business	4		
BT 242 - Databases	4		
Winter			
OA 240 – Records Management	3		
MREC 211 – Medical Billing II	3		
MREC 116 – Medical Office Proc.	3		
BA 211Z – Principles of Financial Accounting	4		
Spring			
BT 222 – Word Processing II	3		
BA 204 – Teamwork Dynamics	3		
BA 169Z Data Analysis-Excel	4		
Elective	2		
Total Credits:	(91)		

- Students must complete all MA courses with a grade of a C+ or better within a 3-year period prior to graduation.
- All other courses must be completed and have an average GPA of 2.0 or better.
- Must pass a background and drug test prior to MA 118 and MA 119
- An application for graduation must be filled out one term in advance of final term.

