

Academic Advising Worksheet

**Medical Assisting and Office Management**

Student Name: \_\_\_\_\_ J# \_\_\_\_\_ Date: \_\_\_\_\_

<b>Program Core Courses- Medical Assisting and Office Management</b>	<b>Number of Credits</b>	<b>Prerequisite or Corequisite</b>	<b>Courses Completed</b>	<b>Courses Needed</b>
MA 110 Clinical Medical Assisting I	3	ENGL 101 ready		
HIT 105 Medical Terminology	4			
MA 112 Medical Administrative Procedures	3	Coreq. Or Prereq. ENGL 101		
MA 151 Medical Management I	3			
CLT 102 Phlebotomy	4			
(Summer) MA 115 Clinical Medical Assisting II	2	MA 110, BIOL 109		
MA 104 Medical Law, Ethics and Risk Management	3	ENGL 101		
MA 250 Clinical Medical Assisting III	4	MA 115, BIOL 110		
MA 251 Medical Management II	2	OA 141, OA 110 or CIS 103; MA 151		
HIT 106 Medical Word Processing	2	HIT 105, ENGL 101		
HIT 104 Coding for the Physician's Office	2	HIT 105, BIOL 110 Coreq: HIT 221		
HIT 221 Concepts of Disease and Treatment	4	HIT 105, BIOL 110		
MA 255 Medical Management III	3	MA 250, 251		
MA 299 Medical Assistant Externship	3	MA 250, 251		
<b>General Education Courses</b>				
ENGL 101 English Composition I	3			
BIOL 109 Anatomy and Physiology I	4			
PSYC 101 Intro. To Psychology	3			
BIOL 110 Anatomy and Physiology II	4	BIOL 109		
ENGL 102 English Composition II	3	ENGL 101		
Humanities Elective*	3			
Social Science Elective*	3			

Total to Graduate: 65 credits minimum

\*One of these courses must be a course designated as meeting the College's American Diversity requirement.