



Chart your course to graduation and sail to success!



Student Name & Student ID Number

AAS IN MEDICAL ASSISTING FIVE SEMESTER PLAN, ONE SUMMER SEMESTER

<i>Fall Semester</i> Course Suggestion	Hours	Grade
ENG 101 - English Composition I	3	
CIS146- Microcomputer Applications	3	
ORI 105 - Orientation and Student Success	3	
MAT 101- Medical Terminology	3	
MAT 102: Medical Assisting Theory I	3	



MILESTONE COURSES

should be taken in the order shown. This will help you graduate on time.

<i>Spring Semester</i> Course Suggestion	Hours	Grade
BIO103- Principles of Biology I	4	
MTH100 - College Algebra	3	
MAT 103- Medical Assisting Theory II	3	
MAT 120 - Medical Administrative Procedures II	3	
MAT125- Laboratory Procedures I for the Medical Assistant	3	

When Registering:

If you cannot register for one of the courses listed in your degree plan substitute a course from another semester.

<i>Summer Semester</i> Course Suggestion	Hours	Grade
EMS 100- Cardiopulmonary Resuscitation	1	
MAT111 - Clinical Procedures I for the Medical Assistant	3	
MAT 121 - Medical Administrative Procedures II	3	
MAT 125 - Laboratory Procedures II for the Medical Assistant	3	
MAT 200- Management of Office Emergencies	3	

YOU'RE HALF WAY!

Meet with your advisor for assistance with transfer information & choosing your electives.

<i>Fall Semester</i> Course Suggestion	Hours	Grade
SPH 107- Speech	3	
MAT 211- Clinical Procedures II for the Medical Assistant	3	
MAT 216 - Medical Pharmacology for the Medical Office	4	
MAT220 - Medical Office Insurance	3	
MAT 128 - Medical Law and Ethics	3	

**REMEMBER
TO APPLY FOR
GRADUATION!**

Follow your degree map and sail through in 2!



OPTIONS FOR ELECTIVES

Please see your advisor to discuss and choose electives that will best suit your needs.

<i>Spring Semester</i> Course Suggestion	Hours	Grade
MUS 100 or ART 100	3	
MAT 228-Medical Assistant Review Course	3	
MAT 229 - Medical Assisting Practicum (Preceptorship)	3	
PSY 200 -General Psychology	3	
WKO 102 - Workspace Skill Development II	3	

Congratulations!

You've finished!



PROGRESSION

Students meeting the following criteria will be permitted to progress within the Medical Assisting Program. All medical assisting students must:

- Receive a grade of 'C' or above in all MAT courses
- Must maintain a cumulative GPA of 2.0 or greater throughout the program.
- Receive a 'satisfactory' rating for all clinical, administrative, and laboratory skills components
- Receive a score of 80% or higher on the final drug calculation exam in MAT 216, prior to progressing from this course.

Students with a grade of WF, D, or F in any given MAT course, who have not received a grade of WF, D, or F in any prior MAT course, will not be allowed to progress in the program without first completing counseling with either the instructor of the course in which they were unsuccessful or the Health Sciences Chairperson. A grade of WF, D, or F in one or more courses within a term is considered one unsuccessful attempt. Following completion of counseling, the student may continue enrollment in medical assisting.

A student with a total of two unsuccessful attempts (WF, D, or F) in two separate semesters will result in dismissal from the program. Students with two unsuccessful attempts must apply as a new student in the Medical Assisting Program.

READMISSION POLICY

Students who are not enrolled in the Medical Assisting Program for two or more consecutive terms or have two unsuccessful MAT course attempts will be required to reapply and meet admission criteria in effect at the time of readmission. Additionally, students who apply for readmission must comply with the current program of study. Students who apply for readmission to the program following two unsuccessful MAT course attempts must attend a readmission counseling appointment with a medical assisting instructor or the Chair of Health Sciences.

Acceptance to the Medical Assisting Program is dependent upon meeting admission criteria in effect at the time of admission.

Transfer Students

Students who have been enrolled in other programs are evaluated individually to determine appropriate placement.