



# Health

Medical Assisting A.A.S.

## EXPECTED DEGREE HOURS

63

## WHAT IS MEDICAL ASSISTING A.A.S.?

Medical assistants are multi-skilled health professionals specifically educated to work in ambulatory settings performing administrative and clinical duties. The practice of medical assisting directly influences the public’s health and well-being, and requires mastery of a complex body of knowledge and specialized skills requiring both formal education and practical experience that serve as standards for entry into the profession.

## PROGRAM SCHEDULE

Fall Semester Courses			Fall Semester Milestones
<b>Num.</b>	<b>Title</b>	<b>Hrs.</b>	<ul style="list-style-type: none"> <li>• Complete any learning support required in order to register for any MDCA courses. MA I only begins each fall semester with a new group admitted into the program.</li> <li>• Successful completion of ALL courses with a grade of “C” or better is required for the program.</li> <li>• FINANCIAL AID ALERT-If you plan to receive aid, the priority deadline to apply or renew your FAFSA and submit any requested documentation is July 1. Please consult a financial aid specialist and the business office prior to the start of classes to check on fees/expenses and to ensure that you are in good standing.</li> <li>• Work with your advisor to discuss Spring registration. Remember, advising is key to success!</li> </ul>
ADMN 1302	Keyboarding/ Formatting I	3	
ADMN 1306	Medical Terminology I	3	
ENGL 1010	Composition I	3	
GEN 1010	First Year Seminar	3	
MDCA 1301	Medical Assisting I	3	

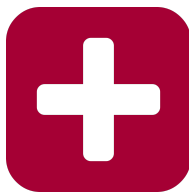


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<b>Spring Semester Courses</b>			<b>Spring Semester Milestones</b>
<b>Num.</b>	<b>Title</b>	<b>Hrs.</b>	<ul style="list-style-type: none"> <li>Beginning in MA II course, all students are counted in the program accreditation reports. Discuss with your advisor about career choices.</li> <li>FINANCIAL ALERT-Please consult a financial aid specialist and the business office prior to the start of classes to check on fees/expenses and to ensure that you are in good standing. If this is your first term of enrollment and you plan to receive aid, the priority deadline to apply or renew your FAFSA and submit any requested documentation is December 1.</li> <li>Work with your advisor to discuss Fall registration. Remember, advising is key to success!</li> </ul>
ADMN 1308	Office Procedures	3	
INFS 1010	Computer Applications	3	
MDCA 1302	Medical Assisting II	3	
MDCA 1303	MA Administrative Procedures	3	
PSYC 1030	General Psychology	3	

<b>Fall Semester Courses</b>			<b>Fall Semester Milestones</b>
<b>Num.</b>	<b>Title</b>	<b>Hrs.</b>	<ul style="list-style-type: none"> <li>CONGRATULATIONS-You are now entering the clinical/lab courses!</li> <li>FINANCIAL ALERT-If you plan to receive aid, the priority deadline to apply or renew your FAFSA and submit any requested documentation is July 1. Please consult a financial aid specialist and the business office prior to the start of classes to check on</li> </ul>
ADMN 1307	Survey of Coding	3	
MDCA 2301	Medical Assisting Pharmacology	3	



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MDCA 2302	Healthcare Legal/Ethical Issues	3	<p>fees/expenses and to ensure that you are in good standing.</p> <ul style="list-style-type: none"> <li>• Work with your advisor to discuss Spring registration. Remember, advising is key to success!</li> <li>• Apply for Graduation in November.</li> </ul>
MDCA 2403	Medical Assisting III	4	
MATH 1530	Introductory Statistics	3	

<b>Spring Semester Courses</b>			<b>Spring Semester Milestones</b>
<b>Num.</b>	<b>Title</b>	<b>Hrs.</b>	<ul style="list-style-type: none"> <li>• FINANCIAL ALERT-Please consult a financial aid specialist and the business office prior to the start of classes to check on fees/expenses and to ensure that you are in good standing.</li> <li>• Congratulations! After you complete this semester's courses and maintain an overall 2.0 GPA, you will be a Cleveland State graduate.</li> <li>• Apply to graduate by completing the online Intent to Graduate form under the Graduation Tab within Registration Tools &amp; Forms on CougarNet.</li> <li>• Complete exit exam in the Testing Center. Schedule to take your exam by going to <a href="http://mycs.cc/testing">mycs.cc/testing</a>.</li> <li>• Take the CMA (AAMA) exam during the summer after graduation.</li> <li>• Inform the MA program director immediately of exam passing and employment after graduation.</li> </ul>
ADMN 2304	Introduction to Electronic Health Records	3	
MDCA 2404	Medical Assisting IV	4	
MDCA 2405	Medical Assisting Practicum	4	
PSYC 2130	Lifespan Development Psychology	3	
PHIL 1040	Introduction to Ethics	3	