

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

Courses	Cr.	Qtr.	Gr.
<b>Communication Skills</b>			
WR 121- English Comp or higher			
<b>Computation Skills</b>			
MATH 60 – Beginning Algebra I or higher			
<b>Human Relations</b>			
PSYC 101 – Psychology of Human Relations <b>or</b> PSYC 201 - General Psychology and MA 118 Clinical Procedures Practicum			
<b>Fall Year 1</b>			
GSCI 161 - Med terminology I	3		
MA 112 – Intro. into Medical Assisting	4		
WR 121- English Comp or higher	4		
PSYC 101 – Psyc of Human Relations <b>or</b> PSYC 201 - General Psychology	3		
<b>Winter</b>			
GSCI 162 - Med Terminology II	3		
MA 117 - Clinical Procedures	4		
MATH 60 – Beginning Algebra I	5		
BIOL 121 – Intro to Human A & P	5		
<b>Spring</b>			
MA 115 - Phlebotomy	2		
MA 116 –Introductions to Medications	4		
CS 101 – Computer Fundamentals I	4		
<b>Summer Year 2</b>			
MA 118 - Clinical Procedures Practicum	5		
MA 119 - Externship seminar	1		
SP 111 – Fundamentals of Speech	3		
<b>Fall</b>			
BT 221 – Word Processing I	3		
MREC 210 –Medical Billing I	3		
BA 101 – Intro to Business	4		
BT 242 - Databases	4		
<b>Winter</b>			
OA 240 – Records Management	3		
MREC 211 – Medical Billing II	3		
MREC 116 – Medical Office Proc.	3		
BA 211 – Principles of Financial Accounting	4		
<b>Spring</b>			
BT 222 – Word Processing II	3		
BA 204 – Teamwork Dynamics	3		
BT 232 Spreadsheets	4		
Elective	3		
<b>Total Credits:</b>	<b>(90)</b>		

- All MA courses must be completed with a C+ or higher
- 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.