

Associate of Applied Science – Medical Assistant (AAS) – 2022-23 Catalog Blocks are suggested for full-time students, but may be adjusted based on course scheduling, student employment, or individual needs. Courses **Highlighted** lead to the Certificate of Proficiency. Add course **highlighted** for the Certificate of Applied Science.

First Block- Fall

X	Course	Notes	credits
	ENL 101 College Composition I *	Requires Placement	3
	HES 101 Basic Technical Math *	or MAT 109 or higher – Requires Placement	3
	HES 170 Medical Terminology		3
	HES 145 Nutrition		3
	BUS 119 Medical Office Admin Procedures		3

Second Block - Spring

X	Course	Notes	credits
	HES 120 Law and Ethics		3
	HES 190 Human Body in Health and Disease	Co-requisite HES 170	4
	HES 180 Basic Pharmacology	Pre-requisites of HES 101, MAT 101 or MAT 109 or higher, and co-requisite of HES 170	3
	BUS 105 Techniques of Supervision		3
	Communications Course	Not SPT 110 or SPT 120	3

Consider taking Physical and Biological Sciences and/or Arts & Humanities or Social & Behavioral course(s) during summer because MDA 124 & 125 meet 9 hours per week.

Third Block – Must be Fall Semester

X	Course	Notes	credits
	MDA 124 Clinical Procedures I	Pre-requisites of HES 170, and BIO 160 or HES 190	5
	BUS 231 Microsoft Office I		3
	BUS 114 Survey of Accounting		3
	Physical and Biological Sciences Course	Requires Placement	4

Fourth Block – Must be Spring Semester

X	Course	Notes	credits
	MDA 125 Clinical Procedures II	Pre-requisites of MDA 124; EMT 104 (or equivalent); HES 101 or MAT 101 or MAT 109 or higher. Co-requisites: BUS 119, HES 180.	5
	BUS 183 Electronic Medical Record*	Pre-requisites of HES 170 and 190	3
	BUS 122 Computerized Accounting with QuickBooks™	Pre-requisite BUS 114	3
	Arts and Humanities or Social and Behavioral Sciences Course	Requires Placement	3

Fifth Block – Must be Summer Session

X	Course	Notes	credits
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	MDA 126 Medical Assistant Externship	Minimum grade of "C" to pass. May not retake. Pre-requisite MDA 125, immunizations, and DPS card	4
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Key

* = Prerequisite (Speak with your academic advisor or check the notes section for more information.)

Notes: This Academic Plan is a suggestion of how this program can be completed as a full-time student and may need to be adjusted based on the semester you start or your personal circumstances. Students should consult a faculty or academic advisor as they design their individual completion path.

General education options are located in section IV, Programs, of the NPC college catalog. To be sure your general education course applies to your degree, speak with your academic advisor. The online version of the college catalog is located on our public website: <https://www.npc.edu/college-catalog>

