

**Medical Assistant Program – Schedule of Courses  
Associate of Applied Science**

**1st Quarter - Fall**

<b>Course #</b>	<b>Course Title</b>	<b>Credits</b>
MEDAS 114	Medical Law, Ethics, and Bioethics for Medical Assistants	3
MEDAS 131	Communication Skills for Medical Assistants	3
MEDAS 110	Human Body Structure and Medical Terminology I	5
MEDAS 151	Medical Office Reception Procedures	5
<b>Total Quarter Credits</b>		<b>16</b>

**2nd Quarter - Winter**

<b>Course #</b>	<b>Course Title</b>	<b>Credits</b>
MEDAS 111	Human Body Functions and Medical Terminology II	5
MEDAS 132	Medical Office Safety and Emergencies	3
MEDAS 133	Exam Room (Clinical) Procedures	5
<b>Total Quarter Credits</b>		<b>13</b>

**3rd Quarter - Spring**

<b>Course #</b>	<b>Course Title</b>	<b>Credits</b>
MEDAS 152	Medical Office Business Procedures	5
MEDAS 134	Healthcare Calculations	3
MEDAS 135	Medical Lab Procedures I	5
<b>Total Quarter Credits</b>		<b>13</b>

**4th Quarter - Fall**

<b>Course #</b>	<b>Course Title</b>	<b>Credits</b>
MEDAS 136	Medical Lab Procedures II	5
MEDAS 153	Medical Insurance Coding and Billing	5
<b>Total Quarter Credits</b>		<b>10</b>

**5th Quarter - Winter**

<b>Course #</b>	<b>Course Title</b>	<b>Credits</b>
MEDAS 120	Pathology, Diseases, and Treatments	5
MEDAS 137	Pharmacology and Medications Administration	5
<b>Total Quarter Credits</b>		<b>10</b>

**6th Quarter - Spring**

<b>Course #</b>	<b>Course Title</b>	<b>Credits</b>
MEDAS 195	Medical Assistant Exam Preparation	2
MEDAS 191	Medical Assistant Seminar	1
MEDAS 190	Medical Assistant Externship	6
<b>Total Quarter Credits</b>		<b>9</b>

**REQUIRED SUPPORT AND GENERAL EDUCATIONAL COURSES**

<b>Course #</b>	<b>Course Title</b>	<b>Quarters/ Years</b>	<b>Credits</b>
BA 104	Mathematics for Business	Sp (1 <sup>st</sup> Yr), F (2 <sup>nd</sup> Yr)	5
BTECH 124	Keyboard Skillbuilding I	F, W, Sp, Su	2
BTECH 102	Introduction to Microsoft Office	F, W, Sp, Su	3
ENGL&101	English Composition I <b>or</b>	F, W, Sp, Su	5
ENGL 150	Vocational/Technical/Business Writing	W, Sp	5
PSYC& 100	General Psychology	F, W, Sp, Su	5
<b>Total Credits</b>			<b>20</b>