



**2017-2018 PROGRAM REQUIREMENTS**  
**Degree: Associate of Applied Science**  
**Major: Medical Office Assistant**

**About This Major . . .**

This program prepares individuals to perform clinical and administrative functions in health care facilities, primarily medical clinics or physician's offices. Students successfully completing this program will be able to perform administrative tasks and work in the clinical areas by providing assistance with physical examinations, diagnostic tests, treatments, and procedures.

All students successfully completing the program are eligible to take the national certification examination offered by the American Medical Technologists, a national certifying agency, to become a Registered Medical Assistant.

For more information on what you can do with this major, go to <http://www.coloradomesa.edu/wccc/programs.html>.

All CMU associate graduates are expected to demonstrate proficiency in critical thinking, communication fluency, quantitative fluency, and specialized knowledge/applied learning. In addition to these campus-wide student learning outcomes, graduates of this major will be able to:

1. Demonstrate proficient client assessment and use of information management systems in the medical setting.
2. Demonstrate accurate mathematical skills and quantitative reasoning as a base for patient care decisions.
3. Demonstrate effective oral and written communication utilizing medical terminology, computerized technology, accurate documentation, and verbal expression.
4. Provide safe, quality care by incorporating evidenced-based practice.

**Advising Process and DegreeWorks**

This document is intended for informational purposes to help determine what courses and associated requirements are needed to earn a degree. The suggested course sequencing outlines how students could finish degree requirements. Some courses are critical to complete in specific semesters, while others may be moved around. Meeting with an academic advisor is essential in planning courses and altering the suggested course sequencing. It is ultimately the student's responsibility to understand and fulfill the requirements for her/his intended degree(s).

DegreeWorks is an online degree audit tool available in MAVzone. It is the official record used by the Registrar's Office to evaluate progress towards a degree and determine eligibility for graduation. Students are responsible for reviewing their DegreeWorks audit on a regular basis and should discuss questions or concerns with their advisor or academic department head. Discrepancies in requirements should be reported to the Registrar's Office.

**Graduation Process**

Students must complete the following in the first two months of the semester prior to completing their degree requirements:

- Review their DegreeWorks audit and create a plan that outlines how unmet requirements will be met in the final semester.
- Meet with their advisor and modify their plan as needed. The advisor must approve the final plan.
- Submit the "Intent to Graduate" form to the Registrar's Office to officially declare the intended graduation date and commencement ceremony plans.
- Register for all needed courses and complete all requirements for each degree sought.

Submission deadlines and commencement details can be found at <http://www.coloradomesa.edu/registrar/graduation.html>.

If a student's petition for graduation is denied, it will be her/his responsibility to consult the Registrar's Office regarding next steps.

## **INSTITUTIONAL DEGREE REQUIREMENTS**

The following institutional degree requirements apply to all CMU/WCCC AAS degrees. Specific programs may have different requirements that must be met in addition to institutional requirements.

- 60 semester hours minimum.
- Students must complete a minimum of 15 of the final 30 semester hours of credit at CMU/WCCC.
- 2.00 cumulative GPA or higher in all CMU/WCCC coursework.
- A course may only be used to fulfill one requirement for each degree/certificate.
- No more than six semester hours of independent study courses can be used toward the degree.
- Non-traditional credit, such as advanced placement, credit by examination, credit for prior learning, cooperative education and internships, cannot exceed 20 semester credit hours for an AAS degree.
- Pre-collegiate courses (usually numbered below 100) cannot be used for graduation.
- Capstone exit assessment/projects (e.g., Major Field Achievement Test) requirements are identified under Program-Specific Degree Requirements.
- The Catalog Year determines which program sheet and degree requirements a student must fulfill in order to graduate. Visit with your advisor or academic department to determine which catalog year and program requirements you should follow.
- See "Requirements for Undergraduate Degrees and Certificates" in the catalog for a complete list of graduation requirements.

## **PROGRAM-SPECIFIC DEGREE REQUIREMENTS**

- 63 semester hours total for the AAS, Medical Office Assistant.
- A minimum of 16 hours taken at CMU in no fewer than two semesters.
- A grade of "C" or higher must be achieved in coursework toward major content area.

## **ESSENTIAL LEARNING REQUIREMENTS** (15 semester hours)

See the current catalog for a list of courses that fulfill the requirements below. If a course is an Essential Learning option and a requirement for your major, you must use it to fulfill the major requirement and make a different selection for the Essential Learning requirement.

### **Communication** (6 semester hours)

- ENGL 111 - English Composition (3)
- One of the following courses:
  - ENGL 112 - English Composition (3)
  - SPCH 102 - Speechmaking (3)

### **Mathematics** (3 semester hours)

- MATH 107 - Career Math (3) or higher

### **Other Essential Learning Core Courses** (6 semester hours)

- Select one Social and Behavioral Sciences, History, Natural Sciences, Fine Arts or Humanities course (3)
- Select one Social and Behavioral Sciences, History, Natural Sciences, Fine Arts or Humanities course (3)

## **OTHER LOWER-DIVISION REQUIREMENTS**

### **Wellness Requirement** (2 semester hours)

- KINE 100 - Health and Wellness (1)
- Select one Activity course (1)

**AAS: MEDICAL OFFICE ASSISTANT** (46 semester hours, must earn a grade of "C" or better in each course.)

- MOAP 110 - Medical Office Administration (4)
- MOAP 111 - Introduction to Medical Assisting (3)
- MOAP 130 - Medical Office Administration Insurance Billing and Coding (3)
- MOAP 131 - Advanced Billing and Coding (3)
- MOAP 133 - Basic Medical Sciences I (4)
- MOAP 135 - Basic Medical Sciences II (4)
- MOAP 136 - Introduction to Clinical Skills (2)
- MOAP 138 - Medical Assisting Laboratory Skills (4)
- MOAP 140 - Medical Assisting Clinical Skills (4)
- MOAP 150 - Pharmacology for Medical Assistants (3)
- MOAP 183 - Medical Assistant Internship (5)
- MOAP 189 - Review for Medical Assistant National Exam (1)
- MOAP 249 - Medical Office Procedures (3)
- SPCH 101 - Interpersonal Communication (3)

## SUGGESTED COURSE SEQUENCING

---

### **Freshman Year, Fall Semester: 15 credits**

- ENGL 111 - English Composition (3)
- Social and Behavioral Sciences, History, Natural Sciences, Fine Arts or Humanities course (3)
- MOAP 110 - Medical Office Administration (4)
- MOAP 111 - Introduction to Medical Assisting (3)
- KINE 100 - Health and Wellness (1)
- KINA 1XX - Activity (1)

### **Freshman Year, Spring Semester: 16 credits**

- ENGL 112 - English Composition (3) or SPCH 102 - Speechmaking (3)
  - MATH 107 - Career Math (3)
  - MOAP 130 - Medical Office Administration Insurance Billing and Coding (3)
  - MOAP 133 - Basic Medical Sciences I (4)
  - Social and Behavioral Sciences, History, Natural Sciences, Fine Arts or Humanities course (3)
- 

### **Sophomore Year, Fall Semester: 14 credits**

- MOAP 131 - Advanced Billing and Coding (3)
- MOAP 135 - Basic Medical Sciences II (4)
- MOAP 138 - Medical Assisting Laboratory Skills (4)
- MOAP 150 - Pharmacology for Medical Assistants (3)

### **Sophomore Year, Spring Semester: 12 credits**

- MOAP 136 - Introduction to Clinical Skills (2)
- MOAP 140 - Medical Assisting Clinical Skills (4)
- MOAP 249 - Medical Office Procedures (3)
- SPCH 101 - Interpersonal Communication (3)

### **Sophomore Year, Summer Session: 6 credits**

- MOAP 183 Medical Assistant Internship (5)
  - MOAP 189 Review for National Exam (1)
-