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](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.
DEGREE REQUIREMENTS:
- Minimum of 60 hours total (A minimum of 16 taken at CMU in no fewer than two semesters)
- 2.00 cumulative GPA or higher in all CMU coursework
- A grade of “C” or higher must be achieved in coursework toward major content area.
- Pre-collegiate courses (usually numbered below 100) cannot be used for graduation.
- Program sheets are for advising purposes only. Because a program may have requirements specific to the degree, check with your advisor for additional guidelines, including prerequisites, grade point averages, grades, exit examinations, and other expectations. It is the student’s responsibility to be aware of, and follow, all guidelines for the degree being pursued. Any exceptions or substitutions must be approved by the faculty advisor and/or Department Head. Courses related to teacher licensure must also be approved by the Teacher Education Dept.
- When filling out the program sheet a course can be used only once.
- See “Requirements for Undergraduate Degrees and Certificates” in the catalog for additional graduation information.

ESSENTIAL LEARNING REQUIREMENTS (Minimum 15 semester hours) See the current catalog for a list of courses that fulfill the requirements below. If a course is on the Essential Learning list of options and a requirement for your major, you must use it to fulfill the major requirement and make a different selection within the Essential Learning requirement. The Essential Learning capstone course and co-requisite Essential Speech course (required for bachelor’s degrees) cannot be used as options for the below requirements.

<table>
<thead>
<tr>
<th>Course No</th>
<th>Title</th>
<th>Sem.hr</th>
<th>Grade</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 111</td>
<td>English Composition</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>and</td>
<td>ENGL 112 or SPCH 102</td>
<td>3</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Mathematics MATH 107 or higher (Minimum 3 semester hours)
MATH 107

ASSOCIATE OF APPLIED SCIENCE: COURSE REQUIREMENTS (43 semester hours)

<table>
<thead>
<tr>
<th>Course No</th>
<th>Title</th>
<th>Sem.hr</th>
<th>Grade</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>OFAD 118</td>
<td>Intro PC Applications</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>OFAD 147</td>
<td>Medical Terminology</td>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>OFAD 249</td>
<td>Medical Office Procedures</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MOAP 111</td>
<td>Intro Medical Assisting</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MOAP 133</td>
<td>Basic Medical Science I</td>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MOAP 135</td>
<td>Basic Medical Science II</td>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MOAP 136</td>
<td>Intro to Clinical Skills</td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MOAP 138</td>
<td>Med Assist Lab Skills</td>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MOAP 140</td>
<td>Med Assist Clinical Skills</td>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MOAP 150</td>
<td>Pharmacology for Med Assist</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MOAP 183</td>
<td>Medical Assist Internship</td>
<td>5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MOAP 189</td>
<td>Review for National Exam</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SPCH 101</td>
<td>Interpersonal Communication</td>
<td>3</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

+Choose from HSCI 101
SUGGESTED COURSE SEQUENCING FOR A MAJOR IN MEDICAL OFFICE ASSISTANT

This is a recommended sequence of course work. Certain courses may have prerequisites or are only offered during the Fall or Spring semesters. It is the student’s responsibility to meet with the assigned advisor and check the 2 year course matrix on the Colorado Mesa website for course availability.

### FRESHMAN YEAR

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Hours</th>
<th>Spring Semester</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 111 English Composition</td>
<td>3</td>
<td>ENGL 112 English Composition or SPCH 102</td>
<td>3</td>
</tr>
<tr>
<td>Essential Learning</td>
<td>3</td>
<td>MATH 107 Career Math</td>
<td>3</td>
</tr>
<tr>
<td>OFAD 147 Medical Terminology</td>
<td>4</td>
<td>Essential Learning</td>
<td>3</td>
</tr>
<tr>
<td>KINE 100 Health and Wellness</td>
<td>1</td>
<td>SPCH 101 Interpersonal Communication</td>
<td>3</td>
</tr>
<tr>
<td>KINE 1</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>12</strong></td>
<td><strong>Total</strong></td>
<td><strong>12</strong></td>
</tr>
</tbody>
</table>

### SOPHOMORE YEAR

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Hours</th>
<th>Spring Semester</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>OFAD 118 Introduction to PC Applications</td>
<td>3</td>
<td>OFAD 249 Medical Office Procedures</td>
<td>3</td>
</tr>
<tr>
<td>MOAP 111 Introduction to Medical Assisting</td>
<td>3</td>
<td>MOAP 135 Basic Medical Sciences II</td>
<td>4</td>
</tr>
<tr>
<td>MOAP 133 Basic Medical Sciences I</td>
<td>4</td>
<td>MOAP 138 Medical Office Assisting Laboratory Skills</td>
<td>4</td>
</tr>
<tr>
<td>MOAP 136 Introduction to Clinical Skills</td>
<td>2</td>
<td>MOAP 140 Medical Assisting Clinical Skills</td>
<td>4</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>12</strong></td>
<td><strong>Total</strong></td>
<td><strong>18</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Summer Session</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MOAP 183 Medical Assistant Internship</td>
<td>5</td>
</tr>
<tr>
<td>MOAP 189 Review for National Exam</td>
<td>1</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>6</strong></td>
</tr>
</tbody>
</table>

POLICIES:
   1. Please see the catalog for a complete list of graduation requirements.
   2. This program sheet must be submitted with your graduation planning sheet to your advisor during the semester prior to the semester of graduation, no later than October 1 for spring graduates, no later than March 1 for fall graduates. You must turn in your “Intent to Graduate” form to the Registrar’s Office by September 15 if you plan to graduate the following May, and by February 15 if you plan to graduate the following December.
   3. Your advisor will sign and forward the Program Sheet and Graduation Planning Sheet to the Department Head for signature. Finally, the Department Head will submit the signed forms to the Registrar’s Office. (Students cannot handle the forms once the advisor signs.)
   4. If your petition for graduation is denied, it will be your responsibility to reapply for graduation in a subsequent semester. Your “Intent to Graduate” does not automatically move to a later graduation date.
   5. NOTE: The semester before graduation, you may be required to take a Major Field Achievement Test (exit exam).