



**2012-2013 PETITION/PROGRAM SHEET**  
**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>.

**POLICIES:**

1. It is your responsibility to determine whether you have met the requirements for your degree. Please see the catalog for a complete list of graduation requirements.
2. 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. 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.**
4. Your advisor will sign and forward the Program Sheet and Graduation Planning Sheet to the Department Head for signature.
5. Finally, the Department Head or the department administrative assistant will take the signed forms to the Registrar's Office. (Students cannot handle the forms once the advisor signs.)
6. 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.
7. NOTE: The semester before graduation, you may be required to take a Major Field Achievement Test (exit exam).

**NAME:** \_\_\_\_\_ **STUDENT ID #** \_\_\_\_\_

**LOCAL ADDRESS AND PHONE NUMBER:** \_\_\_\_\_  
 \_\_\_\_\_ ( ) \_\_\_\_\_

I, (Signature) \_\_\_\_\_, hereby certify that I have completed (or will complete) all the courses listed on the Program Sheet. I further certify that the grade listed for those courses is the final course grade received except for the courses in which I am currently enrolled and the courses which I complete next semester. I have indicated the semester in which I will complete these courses.

\_\_\_\_\_  
 Signature of Advisor Date \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_  
 Signature of Department Head Date \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_  
 Signature of Registrar Date \_\_\_\_\_ 20\_\_\_\_

**Students should work closely with a faculty advisor when selecting and scheduling courses prior to registration.**

**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 the "Undergraduate Graduation Requirements" in the catalog for additional graduation information.

**GENERAL EDUCATION 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 general education 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 general education requirement.

Course No	Title	Sem.hrs	Grade	Term
<b>Communication</b> (6 semester hours)				
ENGL 111	English Composition and	3	_____	_____
ENGL 112	or SPCH 102	3	_____	_____
<b>Mathematics</b> MATH 107 or higher (Minimum 3 semester hours)				
MATH 107	_____	3	_____	_____

Course No	Title	Sem.hrs	Grade	Term
<b>Social Sciences, Natural Science, Fine Arts, or Humanities or selected Applied Studies+ Courses</b> (Minimum 6 semester hours)				
_____	_____	3	_____	_____
_____	_____	3	_____	_____

**OTHER LOWER DIVISION REQUIREMENTS**

<b>Wellness</b> (2 semester hours)				
KINE 100	Health and Wellness	1	_____	_____
KINA 1	_____	1	_____	_____

**ASSOCIATE OF APPLIED SCIENCE: COURSE REQUIREMENTS**

(43 semester hours)

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

+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

<b>Fall Semester</b>	<b>Hours</b>	<b>Spring Semester</b>	<b>Hours</b>
ENGL 111 English Composition	3	ENGL 112 English Composition or SPCH 102	3
General Education	3	MATH 107	3
OFAD 147 Medical Terminology	4	General Education	3
KINE 100 Health and Wellness	1	SPCH 101 Interpersonal Communication	3
KINE 1__	1		12
	12		

### SOPHOMORE YEAR

<b>Fall Semester</b>	<b>Hours</b>	<b>Spring Semester</b>	<b>Hours</b>
OFAD 118 Introduction to PC Applications	3	OFAD 249 Medical Office Procedures	3
MOAP 111 Introduction to Medical Assisting	3	MOAP 133 Basic Medical Sciences II	4
MOAP 133 Basic Medical Sciences I	4	MOAP 138 Medical Office Assisting Laboratory Skills	4
MOAP 136 Introduction to Clinical Skills	2	MOAP 140 Medical Assisting Clinical Skills	4
	12	MOAP 150 Pharmacology for Medical Assistants	3
			18
		<b>Summer Session</b>	<b>Hours</b>
		MOAP 183 Medical Assistant Internship	5
		MOAP 189 Review for National Exam	1
			6