2012-2013 PETITION/PROGRAM SHEET
Award: Technical Certificate
Program of Study: Medical Office Assistant

About This Certificate . . .

This program prepares individuals to perform routine 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 the administrative tasks of a medical receptionist and work in the clinical areas by providing assistance with physical examinations, diagnostic tests and treatment 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.

_____   _____ 20_____
Signature of Advisor   Date

_____   _____ 20_____
Signature of the Department Head   Date

_____   _____ 20_____
Signature of Registrar   Date

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

Degree Requirements:
- 2.00 cumulative GPA or higher in all CMU coursework and a "C" or better must be achieved in 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.

TECHNICAL CERTIFICATE: Medical Office Assistant
(40 semester hours)
Core Classes

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

SUGGESTED COURSE SEQUENCING FOR A MAJOR IN Medical Assisting

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

Fall Semester	Hours	Spring Semester	Hours
OFAD 147 Medical Terminology	4	OFAD 249 Medical Office Procedures	3
MOAP 111 Introduction Medical Assisting	3	MOAP 135 Basic Medical Sciences II	4
MOAP 133 Basic Medical Sciences I	4	MOAP 138 Medical Assisting Laboratory Skills	4
MOAP 136 Introduction to Clinical Skills	2	MOAP 140 Medical Assisting Clinical Skills	4
OFAD 118 Introduction PC Applications	3	MOAP 150 Pharmacology for Medical Assistants	3
	16		18

Summer Session	Hours
MOAP 183 Medical Assistant Internship	5
MOAP 189 Review for National Exam	1
	6