

**AAS DEGREE  
MEDICAL ASSISTING CHECKLIST  
GRADUATION REQUIREMENTS**

NAME: \_\_\_\_\_ SSN: \_\_\_\_\_

PERMANENT ADDRESS/PHONE: \_\_\_\_\_

DATE ENTERED: \_\_\_\_\_ DATE OF GRADUATION: \_\_\_\_\_

DATE EMPLOYED: \_\_\_\_\_ EMPLOYER: \_\_\_\_\_

BIO 103	_____ 4	MAT 101 Medical Terminology	_____ 3
CIS 146	_____ 3	MAT 102 Medical Assisting Theory I	_____ 3
ENG 101	_____ 3	MAT 103 Medical Assisting Theory II	_____ 3
Humanities	_____ 3	MAT 111 Clinical Procedures I	_____ 3
MTH 116	_____ 3	MAT 120 Administrative Procedures I	_____ 3
PSY 200	_____ 3	MAT 121 Administrative Procedures II	_____ 3
SPH 106	_____ 3	MAT 122 Interpersonal Relations	_____ 3
ORI 101	_____ 1	MAT 125 Laboratory Procedures I	_____ 3
ORI 104	_____ 1	MAT 128 Medical Law & Ethics	_____ 3
		MAT 130 Medical Office Communication	_____ 3
		MAT 200 Management of Office Emergencies	_____ 2
Combined WD & Failure		MAT 211 Clinical Procedures II	_____ 3
(Max. of 3)		MAT 215 Laboratory Procedures II	_____ 3
_____		MAT 216 Medical Pharmacology	_____ 4
_____		MAT 220 Medical Office Insurance	_____ 3
_____		MAT 222 Medical Transcription I	_____ 2
		MAT 227 Special topics in Medical Assisting	_____ 1
		MAT 228 Medical Assistant Review Course	_____ 1
		MAT 229 Medical Assistant Practicum	_____ 3
		<b>Total Credit Hours</b>	<b>76</b>
		MAT 239 Phlebotomy Practicum	_____ 3