



**Program Completion Guide
CIP Code - 51.0801
Medical Assistant - MAT
Associate in Applied Science (AAS Degree)
2019-2020**

Area I: Written Composition (6 Semester Hours Total)

Courses	Courses Taken	Hours Earned
ENG101		
ENG102		

Area II: Humanities and Fine Arts (3 Semester Hours Total)

Note: If taking SPH or SPA, must take additional 3 credit hours of humanities.

Courses	Courses Taken	Hours Earned
ART100		
Humanities and Fine Arts Choose from ART100, ENG251, ENG252, ENG261, ENG262, MUS101, PHL206, REL100, REL151, REL152		

Area III: Natural Science and Mathematics (10 Semester Hours Total)

Courses	Courses Taken	Hours Earned
CIS146		
MTH100 or higher math MTH100, MTH110, MTH112, MTH113, MTH115, MTH120, MTH125, MTH126, MTH227		
BIO103 or 4 credit hours of any BIO course. If BIO201/202 is substituting for MAT102/103, MUST take additional 4 credit hours of BIO course.		

Area IV: History, Social, and Behavioral Sciences (3 Semester Hours Total)

Courses	Courses Taken	Hours Earned
PSY210 (prerequisite waived)		
Choose from HIS, ECO, GEO, POL, PSY, SOC courses		

Area V: Pre-Professional, Major, and Elective Courses (42 Semester Hours Total)

Courses	Courses Taken	Hours Earned
Major Core Concentration (40 Semester Hours)		
BIO120 Medical Terminology		
MAT102 Medical Assisting Theory I <i>BIO201 (4 semester hours) is approved substitute</i>		
MAT103 Medical Assisting Theory II <i>BIO202 (4 semester hours) is approved substitute</i>		
MAT111 Clinical Procedures I for the MA		
MAT120 Medical Administrative Procedures I		
MAT121 Medical Administrative Procedures II		
MAT125 Lab Procedures I for the MA		
MAT200 Management of Office Emergencies		



MAT211 Clinical Procedures II for the MA		
MAT215 Lab Procedures II for the MA		
MAT216 Pharmacology for the Medical Office		
MAT220 Medical Office Insurance		
MAT228 Medical Assisting Review Course		
MAT229 Medical Assisting Practicum		
General Electives (0 Semester Hours Total)		
MAT227, MAT239 and OAD101		
Institutional Requirements (2 Semester Hours Total)		
ORI101 Take in the first semester unless student has 12 transfer credit hours		
BSS220 Take in last semester of program		

In Area I through Area IV, transfer credits are accepted in accordance to ACCS policy.

For additional courses see http://stars.troy.edu/approved_courses.html

Total Hours Required for Degree: 64

Student Name:	Signature of Advisor:
Student Number:	Date of Advising:
Total Credit Hours Earned:	Date Audited by Admissions:

* The Medical Assistant program is approved by the American Medical Technologists Association (AMT).

Short Term Certificates are available:

- **Medical Assisting-STC** **18 hrs.**
- **Administrative- STC** **9 hrs.**
- **Insurance Billing and Coding-STC** **9 hrs.**
- **Phlebotomy-STC** **9 hrs.**