

## Medical Assisting (MA) Associate Degree/Diploma

Advising & Planning Checklist

PREREQUISITES TO ADMISSION	General Education
Check a program: ☐ Diploma ☐ AAS Degree	May be completed prior to admittance to the MA program.
Completed <b>prior</b> to applying for admission to MA program	☐ (1) ACA 122 College Transfer Success
· · · · · · · · · · · · · · · · · · ·	$\square$ (3) CIS 110 Introduction to Computers
General Requirements	$\square$ (3) COM 231 Public Speaking (AAS)
☐ Attend an MA Information Session (recommended)	$\square$ (3) BIO 155 Nutrition (AAS)
☐ Submit a Durham Tech enrollment application	$\square$ (5) BIO 163 Anatomy and Physiology
☐ Submit official transcript(s) (high school and college)	(Must have a "B" or better for program progression)
☐ Apply for Financial Aid	$\square$ (3) ENG 111 Writing and Inquiry
☐ Attend a ConnectSession (Student Orientation)	$\square$ (3) ENG 112 Writing/Research in Disciplines (AAS)
Prospective students with 12 or more college credit hours	$\square$ (3) MAT 110 Math Measurement & Literacy
are not required to attend a ConnectSession but it is recommended	☐ (3) MED 121 Medical Terminology I (see note below)
	☐ (3) MED 122 Medical Terminology II (see note below)
Meet Course Placement Requirements	☐ (3) PSY 150 General Psychology (AAS)
Students must demonstrate that they are college ready	☐ (3) Humanities/Fine Arts elective (AAS)
in one of the following ways:	Select courses from a list on the plan of study
☐ Provide proof of an unweighted US high school GPA of 2.8 or higher	AFTER ADMISSION IN THE PROCESSA
☐ Transfer college credit for English and math (algebra)	AFTER ADMISSION IN THE PROGRAM
☐ Provide proof of completion of an associate's or bachelor's degree	Core Courses can only be taken following formal application and admission into the program.
☐ Provide proof of satisfactory scores on ACT, SAT, GED, HISET, NCDAP, COMPASS, ASSET, or ACCUPLACER within the last ten years	Note: If you are a transfer or re-entry student and your MED courses are more than two years old, you will be required to retake the MED courses.
☐ Demonstrate mastery on RISE English placement test	rall
2 and RISE Math placement test 2; <b>OR</b> successfully	Fall
complete ENG 002 through Tier 2 (grade of P2) and	☐ (1) MED 110 Orientation to Medical Assisting
MAT 003 through Tier 2 (grade of P2)	☐ (2) MED 118 Medical Law and Ethics
Natural Sciences	(2) MED 130 Administrative Procedures I
☐ CHM 094 Basic Biological Chemistry	Spring  ☐ (2) MED 131 Administrative Procedures II
<b>OR</b> biology and chemistry in high school not older than	• •
10 years or college biology and chemistry with a lab	☐ (5) MED 140 Exam Room Procedures I
with a grade of C (70%) or above in both the lecture and	☐ (5) MED 150 Laboratory Procedures I
lab (no time limit).	Summer
Complete MA Program Forms	☐ (5) MED 260 Medical Clinical Practicum
☐ English Language Requirement form*	☐ (2) MED 264 Medical Assisting Overview
☐ Essential Skills form (from program page)	Fall (AAS)
☐ Clinical Training form	☐ (2) MED 138 Infection/Hazard Control
□ Cililical Training form	☐ (3) MED 232 Medical Insurance Coding
	Spring (AAS)
	☐ (3) MED 270 Symptomatology
	☐ (3) MED 272 Drug Therapy