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| Student Name (First Last):       Staff Initials:       Date:       |
| Medical Assistant |
| Associate of Applied Technology (AAT) |
| **Admissions Date:** Summer quarter (Day program), Winter quarter (Evening program). |
| **Contact email:** michele.jones@cptc.edu **Program Counselor:** kevin.kildun@cptc.edu |
| **Prerequisites:** * Students are required to show proof of high school diploma or high school equivalency diploma upon entry MAP.
* All MAP courses, including general education courses, **must be successfully completed before entering the final quarter.**
* Once a student begins in either the day or evening program section, they will be unable to change sections without authorization from an instructor. Changing program sections depends on available space.
* Additional courses included in the Medical Assistant Program consist of the following: CAH 102 Medical Terminology, COLL 102 College Success for All and CAH 105 Computer Applications for Allied Health Professionals. All courses with the MAP prefix, must be passed with a “B” (no B-) or better. No Medical Assistant Program (MAP) course may be taken more than twice. Students must receive a “C” (no C-) or better in all general education and pre-requisite courses to satisfy graduation requirements.
* Students must attend a mandatory orientation/advising meeting with an instructor once the student has registered for MAP 108.
* Before entering the final quarter Invasive Procedures (MAP 210) course, students must show proof of current immunizations or laboratory verification of immune status before they are able to receive entry codes for the final quarter. This includes, but is not limited to, Tetanus/Diphtheria, Hepatitis B, Measles/Mumps/Rubella, Tuberculosis skin testing, Flu, and Varicella, as required by contracts with clinical facilities and CDC recommendations.
* In order to participate in the externship, students must receive a “No Record on File” report from the Washington State Patrol, related to Crimes Against Persons and/or a Criminal Background Check. Students must also meet the requirements for the facility that they are assigned to. These requirements may include, but are not limited to, a drug screening and/or a no-smoking policy. Each student is required to carry personal health. Medical insurance throughout their clinical rotations. Quarterly based insurance for students may be purchased. No student will be allowed at a clinical site without proof of insurance.
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| *Pre-Requisite Courses – must complete first* | **Credits** | **Quarter Taken** |
| **\*Must Complete First** |  COLL 102 College Success for All  | 3 |       |
|  CAH 105CL Computer Applications\*  | 5 |       |
|  CAH 102 Medical Terminology\* | 5 |       |
|  MAP 108 Introduction to Medical Assisting\* **(offered Summer (daytime)/Winter (evening) only)** | 4 |  |
| *Required General Education Courses*General education courses, **must be successfully completed before entering the final MAP quarter** | **Credits** | **Quarter****Taken** |
|  | CMST& 220 Public Speaking ***(pre-req ENG 094 or equivalent)*** | 5 |       |
| SOC& 101DIV Introduction to Sociology ***(pre-req ENG 094 or equivalent)*** | 5 |       |
| MAT 108 Math for Health Occupations ***(pre-req MAT 094 or equivalent)*** *or higher* | 5 |       |
| ***\*\*Final quarter will be during the day even for evening students; medical assistants do not usually work evening shifts.*** |
| Technical Program Courses | **Credits** | **Quarter Taken** |
| *This Qtr. Starts***Fall-Day****Spring-Eve** |  MAP 182 Patient Reception & Legal Components | 4 |       |
|  MAP 184 Medical Records Management | 3 |       |
|  MAP 121 Body Systems Theory 101 | 4 |       |
|  MAP 124 Body Systems Applications 1013 | 3 |       |
|   |  MAP 178 Health Insurance & Coding | 6 |       |
|  MAP 181 Financial Practices | 4 |       |
|  MAP 147 Body Systems Theory 102 | 4 |       |
|  MAP 146 Body Systems Applications 102 | 4 |       |
|  |  MAP 176 Computers for the Healthcare Setting | 5 |       |
|  MAP 166 Body Systems Theory 103  | 4 |       |
|  MAP 164 Body Systems Applications 103 | 4 |       |
|  MAP 209 Externship Preparation  | 3 |       |
| ***Continued from page 1*** |

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| **Day** **Schedule only** |  MAP 212 Externship Preparation 2 | 3 |       |
|  MAP 215 Externship\*\* | 8 |       |
|  MAP 222 Community Employment Opportunities & Locations\*\* | 1 |       |

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| ***Required General Education Courses Total Credits*** | ***15*** |  |
| ***Medical Assistant Technical Program Courses Credits*** | ***77*** |  |
| ***Total Credits for Completion*** | ***92*** |  |
| **Identify additional preparatory math or English courses you may need to take: If placement scores are below English 91 and/or Math 92, contact the Adult Basic Education (ABE) for classes, Building 10 (253) 589-5702** |
| **Developmental Math** |
| * MAT 092 Pre-Algebra
 | 5 |  |       |
| * MAT 094 Introduction to Algebra ***(must complete prior to MAT 108)***
 | 5 |  |       |
| * MAT 99 Intermediate Algebra ***(must complete prior to MATH& 107, MATH& 141, MATH& 146)***
 | 5 |  |       |
| **Developmental English** |
| * ENG 091 Basic Reading & Writing
 | 5 |  |       |
| * ENG 094 Advanced Reading & Writing
 | 5 |  |       |
| **Quarterly Self Planning Grid** |
| **Quarter 1** | **Quarter 2** | **Quarter 3** | **Quarter 4** |
| Class:       | Class:       | Class:       | Class:       |
| Class:       | Class:       | Class:       | Class:       |
| Class:       | Class:       | Class:       | Class:       |
| Class:       | Class:       | Class:       | Class:       |
| **Quarter 5** | **Quarter 6** | **Quarter 7** | **Quarter 8** |
| Class:       | Class:       | Class:       | Class:       |
| Class:       | Class:       | Class:            | Class:       |
| Class:       | Class:       | Class:       | Class:       |
| Class:            | Class:       | Class:       | Class:       |
| **Notes:**  |

***\*Please check in periodically with Advising and Counseling regarding any potential changes to program course requirements***