School of Health and Human Development
Medical Assistant
Associate of Applied Technology (AAT) Degree Program Map 2023-2024

Student Name: (First, Last):		Student EMPL #:		Date:
Total Units: 91	**Total Cost**: www.cptc.edu/feelists	**Target Start Date:**	**Target Grad. Date:**	**Staff Initials:**

Important Information For Educational Planning

Physical Activity Requirements
- Lifting/handling 10-25 lbs. (occasionally up to 50 lbs.)
- Handling body fluids, must be able to stand long periods of time
- Must have CPR card and be able to perform basic cardiac life support

Employability Requirements
- Must meet the state credentialing requirements for medical assistants, which include, but are not limited to passing one of the authorized national certification exams
- Must have seven hours of AIDS education and training as required under WAC 246-824
- No disqualifying crimes on a criminal background check
- **Program Starts:** Day program: Summer term; Evening program: Winter term
- **Program class times:** Day Section 7:30am-3:30pm The exact schedule will vary by term; some courses are a combination of face-to-face and online. Evening Section 3:00-10pm The exact schedule will vary by term; some courses are a combination of face-to-face and online.

Program Courses

		Units	Status	Total Term Units
Term 1 Sum/Wint	**CAH 105 Computer Application for Allied Health Professionals**	5		
	CAH 102 Medical Terminology	5		
	MAP 108 Introduction to Medical Assisting	4		
	MAT 108 Math for Health Occupations	5		
	COLL 102 College Success for All	3		**22**
Term 2 Fall/Spr	MAP 182 Patient Reception & Legal Components	4		
	MAP 184 Medical Records Management	3		
	MAP 121 Body Systems Theory 101	4		
	MAP 124 Body Systems Application 101	3		
	SOC& 101 Introduction to Sociology	5		**19**
Term 3 Wint/Sum	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		
	CMST& 220 Public Speaking	5		**23**
Term 4 Spr/Fall	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 1	3		**16**
Term 5 Sum/Wint	MAP 212 Externship Preparation 2	3		
	MAP 215 Externship	8		
	MAP 222 Community Employment Opportunities and Locations	1		**12**

*Status Key: **X**=Completed course, **TR**= Transferred course, **IP**= In Progress   **Note:** Unit=Credit*

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Math	Student Placement
Adult Basic Education (ABE Math) contact Transitional Studies Dept. Bldg. 10 (253) 589-5702	☐
MAT 108/MATSI 108 Math for Health Occupations w/ supplemental Instruction (8 Units)	☐
Stand Alone: MAT 108 Math for Health Occupations (5 Units)	☐

English	Student Placement
Adult Basic Education (ABE English) contact Transitional Studies Dept. Bldg. 10 (253) 589-5702	☐
CMST& 220 (Public Speaking)	☐

Individualized Program Map			
Class:	Class:	Class:	Class:
Class:	Class:	Class:	Class:
Class:	Class:	Class:	Class:
Class:	Class:	Class:	Class:
Class:	Class:	Class:	Class:
Class:	Class:	Class:	Class:
Class:	Class:	Class:	Class:
Class:	Class:	Class:	Class:

Program Instructor: Michele Jones   **email:** michele.jones@cptc.edu
Program Instructor: Benjamin Gonzalez   **email:** benjamin.gonzalez@cptc.edu
Program Counselor: Kevin Kildun   **email:** kevin.kildun@cptc.edu
Transferring Course Work into CPTC: www.cptc.edu/transfer-to   **Email Contact** evaluator@cptc.edu
Graduation Application: www.cptc.edu/enrollment-services >Transcripts & Graduation >Degree/Certificate Application.   Graduation Ceremony Information (Commencement) > Graduation Info
Career Outlook sites: www.onetonline.org   www.worksourcewa.com

Notes:

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