

Associate of Applied Science in Medical Assisting

Sample Plan

The academic plan below is one pathway through the degree/certificate. It includes all requirements, taking into account recommendations from program faculty. Each student's plan may vary according to their initial course placement (<http://catalog.uaa.alaska.edu/academicpoliciesprocesses/academicstandardsregulations/courseplacement/>), intended course load, additional majors and/or minors, and their placement into required prerequisite courses. Any change in the plan below can have an unforeseen impact on the rest of the plan. **Therefore, it is very important to meet with your academic advisor to verify your personal academic plan.**

Please review the following terms, definitions, and resources associated with the sample academic plan below.

- Each course in the far left column links to a pop-up bubble with a course description, prerequisite requirements, and associations with university requirements. For example, if a course fulfills a general education requirement, you will see that in the pop-up bubble.
- **GER:** indicates a General Education Requirement (<http://catalog.uaa.alaska.edu/undergraduateprograms/baccalaureaterequirements/gers/>). GERs that also count toward degree/certificate requirements appear as a specific course in the plan. For these courses, "GER" is not indicated explicitly in the table, but if you click on the course, you will see the course's GER status in the pop-up bubble.
- **Program Elective:** indicates a specific course selection determined by program faculty to fulfill a degree/certificate requirement. Students should seek assistance from their academic advisor.
- **Elective:** indicates an open selection of 100-400 level university courses to fulfill elective credits needed to meet the minimum total credits toward the degree/certificate.
- **Upper Division Program Elective:** indicates a specific 300-400 level course selection determined by the program faculty to fulfill a degree/certificate requirement. Students should seek assistance from their academic advisor.
- **Upper Division Elective:** indicates an open selection of 300-400 level courses to fulfill elective credits needed to meet the minimum total credits toward the degree/certificate. These courses must be upper division in order to meet General University Requirements for the particular degree/certificate type.

First Year

Fall		Credits
COMM A111	Fundamentals of Oral Communication	3
MATH A104	Technical Mathematics	3-4
or	or Intermediate Algebra	
MATH A105		

PSY A150	Lifespan Development	3
WRTG A111	Writing Across Contexts	3
Credits		12-13

Spring

BADA A105	Introduction to Personal Computers and Application Software	3
BIOL A100	Human Biology	3
MA A101	Medical Terminology	3
GER Written Communication Skills		3
Elective		3
Credits		15

Second Year

Fall

MA A104	Essentials of Human Disease	3
MA A120	Administrative Procedures	4
MA A250	Clinical Procedures I	4
Program Elective		3
Credits		14

Spring

MA A220	Medical Office Coding	3
MA A235	Medical Insurance, Billing and Healthcare Documentation	3
MA A255	Clinical Procedures II	4
Program Elective		4
Credits		14

Summer

MA A295	Medical Assisting Practicum	5
Credits		5
Total Credits		60-61