

Student Name: _____

Colleague #: _____

Date: _____

MEDICAL ASSISTANT

(2002–2013)

(419) SOUTH
Diploma

First Semester

		Credits	Term Taken	CCAC Grade	TRF/CBE* CLEP/AP*
ALH-140	Medical Terminology	3	_____	_____	_____
CIT-100	Computer Fundamentals & Applications	3	_____	_____	_____
MDA-104	Administrative Medical Office Management	4	_____	_____	_____
MDA-105	Clinical Medical Assisting 1	4	_____	_____	_____
MDA-208	Medical Financial Management	3	_____	_____	_____

Second Semester

MDA-103	Medical Assisting Seminar	2	_____	_____	_____
MDA-106	Clinical Medical Assisting 2	5	_____	_____	_____
MDA-107	Laboratory Procedures for the Medical Office	3	_____	_____	_____
MDT-101	Medical Transcription 1	3	_____	_____	_____

Summer

MDA-108	Medical Assistant Externship	4	_____	_____	_____
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Minimum Credits to Graduate: 34

NOTE: Current CPR card is required prior to taking MDA-108 Medical Assistant Externship

Comments: _____

* TRF=Transfer Credit CBE=Credit by Exam CLEP=College Level Examination Program AP=Advanced Placement Examination

This advising/graduation checklist lists the program requirements for students entering CCAC in the academic year indicated. A continuing student may graduate with the requirements in effect the year the student entered CCAC. All students must earn 30 college level credits in CCAC classes (this includes distance education courses) and have a minimum institutional GPA of 2.0. Mathematics electives must be at the 100 level. The remaining program credits may include transfer credit, credit by examination, CLEP or AP examinations. Institutional credits and GPA are used to determine eligibility for graduation.