



### About the Program

This program prepares students for employment in private and large group physician's offices, clinics, hospitals, medical records, laboratories and/ or insurance companies. Supervised/preceptor clinical activities are included. Prior to clinical, the student must present CPR card for Basic Life Support for Health Care Providers.

Upon completion of this competency-based program, students are eligible to take the National Certification exam from the National Association for Health Professionals.

### Degrees/Certificates

Certificate of Technical Studies (CTS)

*Available degrees and certificates may vary at each campus. Check with your local campus for more information.*

**CIP 510801**

<b>MEDICAL ASSISTANT CURRICULUM</b>				
Course #	Course Title	Lecture/ Lab Credit Hours	Total Credit Hours	Total Clock Hrs.
BOTH 1300	Medical Office Terminology	3/0	3	45
BOTH 1120	General Body Structure	3/0	3	45
MAST1111	Introduction To Medical Assistant	1/0	1	45
KYBD 1010	Introductory Keyboarding	3/0	3	45
CPTR1002	Computer Literacy and Applications	3/0	3	45
MAST1221	Fundamental Procedures I	1/0	1	90
KYBD 1111	Introduction To Formatting	2/1	3	75
MAST2131	Fundamental Procedures II	1/0	1	90
MAST2141	Pharmacology	1/1	2	75
MAST1231	Medical Office Insurance And Coding	1/0	1	45
MAST 1211	Administrative Procedures	3/0	3	45
BOTH 2110	Medical Office Transcription	3/0	3	45
HCOR1801	Professional Aspects for Healthcare Providers	1/1	2	60
MAST2223	Externship	0/1	1	160
<b>CTS - Medical Assistant</b>			<b>30</b>	<b>910</b>
<i>Optional Electives:</i>				
CSRV1000	Customer Service	3/0	3	45
CSRV2000	Customer Service and Sales	3/0	3	45
ENTP1000	Foundations of Entrepreneurship	3/0	3	45
<i>The following courses may be substituted for the above course requirements with approval from the College's Chief Academic Officer:</i>				
SPPR2991	Special Projects I	0/1	1	30
SPPR2993	Special Projects II	0/2	2	60
SPPR2995	Special Projects III	0/3	3	90
SPPR2996	Special Projects IV	3/0	3	45
SPPR2997	Special Projects V	1/0	1	15