



MEDICAL ASSISTANT CERTIFICATE PROGRAM

It is the student's responsibility to meet the minimum admission requirements for the Medical Assistant program. In order to keep informed of requirements the students should read the current catalog and keep in touch with the Medical Assistant Program Coordinator for any possible changes in the program or its prerequisites. Medical Assistant is a limited enrollment program therefore completion of all prerequisites does not guarantee a position in the program.

A minimum grade of "C" (2.00) must be achieved in all prerequisite and required program courses.

Prerequisite Courses:

- _____ Demonstrate ability to key 35 net words per minute.
- _____ ALTH 106 Working in Health Care
- _____ BIOL 175 Human Biology

Additional courses taken during the Medical Assistant Program that may be completed prior to admission to the program:

- _____ ALTH 107 Communication Skills
- _____ CAOT 179 Medical Terminology
- _____ ENGL 099 Fundamentals or 101 English Composition
- _____ MATH 102 Computational Skills for Allied Health

Medical Assistant Certificate

Course Number**FALL**

CAOT 179	Medical Terminology	2
MAST 100	Phlebotomy	2
MAST 101	Clinical Skills for Medical Assistants I	3
MAST 111	Administrative Skills for Medical Assistants I	3
MAST 115	Diseases of the Human Body	<u>2</u>
		12

SPRING

ALTH 107	Communication Skills	1
CAOT 167	Medical Software Applications	1
MAST 201	Clinical Skills for Medical Assistants II	3
MAST 205	Administration of Medications	3
MAST 211	Administrative Skills for Medical Assistants II	3
MATH 102	Computational Skills for Allied Health	<u>3</u>
		14

SUMMER

ENGL 99 or 101	Fundamentals/English Composition	3
MAST 215	Medical Assistant Externship	<u>6</u>
		9

Program Total**41**

* Program total includes prerequisite courses