

Certificate

## MEDICAL ASSISTING

The Medical Assisting program prepares students for performing a broad range of administrative and clinical tasks under the supervision of a physician/provider in a doctor's office or other medical setting.

### RELATED INSTRUCTION\*/GENERAL EDUCATION REQUIREMENTS/ PREREQUISITES (required for admission to the program)

Course ID	Course Title	Credits
ENGL& 101 (ENGL 101)	Composition I (CM)	5
BIS 101	Introduction to Business Computing	3
The courses above are required prerequisites for admission to the program.		
Total		<b>8</b>

### CORE REQUIREMENTS/\*RELATED INSTRUCTION

Course ID	Course Title	Credits
MA 101	Medical Terminology I	2
MA 104	The Profession of Medical Assisting	1
MA 107	Intro to Professional Medical Office	3
MA 108	Medical Law and Ethics	2
MA 109	The Electronic Medical Office	3
MA 110	Medical Front Office	3
MA 115	Clinical Anatomy and Physiology I	4
MA 116	Clinical Anatomy and Physiology II	4
MA 119	Medical Insurance and Finance	4
MA 120	Clinical Procedures I	6
MA 121	Clinical Procedures II	6
MA 124	Computerized Medical Billing	2
MA 125	Clinical Pathology I	2
MA 126	Clinical Pathology II	2
MA 130	Customer Relations for the Medical Professional (HR)	3
MA 135	Medical Procedural Coding	3
MA 136	Pharmacology (CP)	4
MA 137	Pharmacology lab	2
MA 140	Externship	6
MA 142	Externship Seminar	1
MA 144	Office Emergencies	1
Total		<b>64</b>

**Total Credits** **72**

Note: MATH 94 is a prerequisite course for MA 137.  
Students must complete required English and BIS courses prior to admission to the program.

\* CM = Communication, HR = Human Relations, CP = Computation