

<i>Certificate</i>	<b>Medical Assisting</b>
The Medical Assisting program prepares students for performing a broad range of administrative and clinical tasks under the supervision of a physician in a doctor's office or clinical setting.	

### CORE REQUIREMENTS

<i>Department</i>	<i>Number</i>	<i>Course Title</i>	<i>Credits</i>
ENGL Or ENGL	101  105	Composition I (CM) Or Effective Communication for the Professions (CM)	  5
MA	101	Basic Medical Terminology	1
MA	104	The Profession of Medical Assisting	1
MA	108	Medical Law and Ethics	2
MA	110	Medical Office Reception	3
MA	115	Clinical Anatomy and Physiology I	4
MA	116	Clinical Anatomy and Physiology II	4
MA	118	Medical Transcription	2
MA	119	Medical Bookkeeping and Insurances	4
MA	120	Clinical Procedures	6
MA	121	Clinical Procedures	6
MA	124	Computers in the Medical Office	2
MA	125	Clinical Pathology I	2
MA	126	Clinical Pathology II	2
MA	130	Therapeutic Relations (HR)	3
MA	135	Medical Procedural Coding	3
MA	138	Pharmacology (CP)	4
MA	140	Externship	6
MA	142	Externship Seminar	1
MA	144	Office Emergencies	1
			<b>62</b>
<b>TOTAL</b>			<b>62</b>

Students should plan to complete required English and math courses within their first 30 credits of study.
* CM = Communication, HR = Human Relations, CP = Computation

Fall 2002
-----------