

<i>Associate in Science</i>
MEDICAL ASSISTING
<i>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/clinic or other medical setting.</i>

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

<i>Course ID</i>	<i>Course Title</i>	<i>Credits</i>
BIS 101	Introduction to Business Computing	3
ENGL& 101 (<i>ENGL 101</i>)	Composition (CM)	5
The courses above are required prerequisites for admission to the program.		
MATH or BUSAD 100 or	Any math course number above 100 (CP) Business Math Any course designated "Q/SR"	5
CMST (<i>SPCH</i>)	Any CMST (<i>SPCH</i>) course designated "OC" (HR)	3-5
Total		16-18

CORE REQUIREMENTS

<i>Course ID</i>	<i>Course Title</i>	<i>Credits</i>
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		64

ELECTIVES

<i>Course ID</i>	<i>Course Title</i>	<i>Credits</i>
Any courses numbered 100 and above		8-10
Total		8-10
TOTAL CREDITS		90

Students should plan to complete required English and math courses within their first 30 credits of study.

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

Effective Fall 2008 – Revised 3/08, 7/08

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