

# MEDICAL ASSISTANT

## Associate in Specialized Business Degree Program

**Eighteen months, 1650 clock hours, 107 quarter credits**

This program is designed for the individual desiring to work in a clinical aspect as well as in an administrative capacity in a doctor's office, hospitals, extended care facility, etc. Upon completion of this program, students will be well prepared to sit for the Certified Medical Assistant Examination.

This program is divided into six quarters during which time the student will complete the following subjects:

<b>COURSE NUMBER</b>	<b>SUBJECT</b>	<b>QUARTER CREDITS</b>
AC101	Principles of Accounting I	4.0
AC103	Payroll Records and Accounting	3.0
CT101	Computer Fundamentals *	4.0
CT102	Introduction to the Internet	3.0
CT105	Word Processing	3.0
EC101	English Composition *	4.0
EC102	Communication *	5.0
EC201	Business Communication	4.0
MA101	Business Mathematics	4.0
MD101	Medical Terminology I with Anat & Phys	4.0
MD102	Medical Terminology II with Anat & Phys	4.0
MD103	Medical Terminology III with Anat & Phys	4.0
MD104	Medical Computer Applications	3.0
MD200	Introduction to Pathology	4.0
MD201	Medical Terminology IV with Pharmacology	4.0
MD202	Medical Insurance and Billing	4.0
MD203	Medical Coding	4.0
MD204	Medical Transcription	3.0
MD205	Medical Office Procedures	3.0
MD206	Clinical Assisting I	3.0
MD210	Clinical Assisting II	3.0
MD211	Laboratory Procedures	3.0
MD213	Medical Assistant Externship	12.0
OT101	Keyboarding I	3.0
OT102	Keyboarding II	3.0
PD100	Student Success	1.0
PD101	Professional Development I	1.0
PD102	Professional Development II	2.0
PS101	Introduction to Psychology *	5.0

\* Indicates a general education requirement