

Medical Assisting (CTS)

This program is designed to prepare graduates to be multi-skilled Medical Assistants who work with and under the direction of a physician in clinical and administrative aspects of the physician's office or other medical setting.

This specialized certificate program will focus on clinical techniques including examining room procedures, obtaining vital signs and medical histories, performing routine laboratory procedures, sterilizing and maintaining equipment, and the proper technique for administering medications as directed by the physician, combined with administrative functions and duties.

As a unique feature of the program, students will complete clinical rotations in a physician's office, clinic or related health care facility under the supervision of a physician, nurse, or health service professional.

Upon successful completion of this program, the student should be able to:

- Function in a health care setting by providing clinical and administrative skills in a medical setting.
- Prepare and maintain the examination treatment area under the supervision of a physician.
- Use computer technology and administrative skills in a health care environment.
- Coordinate a successful job search.

The program accepts one class each year beginning in the fall semester. Students must maintain a 2.0 GPA or better in the program of study and within the institution.

To be eligible for admission into this program, students must:

- Meet general admission requirements, including eligibility for ENGL 101 and MATH 102.
- Have maintained an overall high school grade point average of 2.5 or better on a 4.0 grade scale, or a 40 on each of the GED subtests and an average score of 45.
- Students must maintain a minimum of "C" in each of the medical assisting courses, MATH 102, and functional anatomy, as well as all required general education courses.
- Students exceeding these academic standards and course requirements will be given first priority.

REQUIRED COURSES Medical Assisting Total Certificate Hours: 44

First Semester		
Number	Title	Hrs
BIOL 110	Functional Anatomy	3
ENGL 101	Composition	3
MAST 101	Intro to Medical Assisting	3
MAST 105	Medical Terminology	3
POST 111	Keyboarding I	3
MATH 102	Intermediate Algebra	3

Total Semester Hours 18

Second Semester

Number	Title	Hrs
BICO 102	Medical Insurance Billing	3
MAST 102	Pharmacologic Principles	3
MAST 104	Clinical Procedure	3
POST 201	Office Accounting	3
POST 242	Machine Transcription	3
BUSN 140	Microsoft Excel and Access	3
Total Semester Hours		18

Third Semester (Summer, 10 weeks)

Number	Title	Hrs
MAST 111	Clinical I	4
MAST 211	Clinical II	4
Total Semester Hours		8