



| Medical Administrative Assistant<br>Short-Term Certificate |          |  |                               |
|--|----------|--|-------------------------------|
|  | Course # | Course Name                                      | Credit Hours                  |
| Semester 1   | CIS146   | Computer Applications                            | 3                             |
|  | MAT101   | Medical Terminology                              | 3                             |
|  | MAT102   | Medical Assisting Theory I                       | 3                             |
|  | MAT120   | Medical Administrative Procedures I              | 3                             |
|  | CIS146   | Computer Applications                            | 3                             |
|  |          |  | <b>Semester Total:<br/>12</b> |
| Semester 2   | MAT103   | Medical Assisting Theory II                      | 3                             |
|  | MAT121   | Medical Administrative Procedures II             | 3                             |
|  | MAT128   | Medical Law and Ethics for the Medical Assistant | 3                             |
|  | MAT130   | Medical Office Communications                    | 3                             |
|  | MAT220   | Medical Office Insurance                         | 3                             |
|  |          |  | <b>Semester Total:<br/>15</b> |
|  |          |  | <b>Program Total:<br/>27</b>  |

**NOTE:** All MAT-prefix courses must be completed with a grade of “C” or higher. Graduates are eligible to sit for the National Healthcare Association Medical Administrative Assistant Exam (CMAA-NHA).