



Medical Administrative Assistant 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: 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: 15</b>
			<b>Program Total: 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).