

Medical Assisting Associate in Applied Science (AAS)			
	Course #	Course Name	Credit Hours
Semester 1	CIS146	Computer Applications	3
	ENG101	English Composition I	3
	MAT101	Medical Terminology	3
	MAT102*	Medical Assisting Theory I	3
	ORI101 OR ORI105**	Orientation to College and Student Success	1-3
			Semester Total: 13-15
Semester 2	MAT103	Medical Assisting Theory II	3
	MAT120	Medical Administrative Procedures I	3
	MAT122	Basic Concepts of Interpersonal Relationships	3
	MAT125	Laboratory Procedures I for the Medical Assistant	3
	MTH116 or higher	Mathematical Applications	3
			Semester Total: 15
Semester 3	MAT121	Medical Administrative Procedures II	3
	MAT128	Medical Law and Ethics for the Medical Assistant	3
	MAT111	Clinical Procedures I for the Medical Assistant	3
	MAT216***	Medical Pharmacology for the Medical Office	4
		Humanities/Fine Arts Elective	3
			Semester Total: 16
Semester 4	EMS100***	Cardiopulmonary Resuscitation	0-1
	MAT200	Management of Office Emergencies	2
	MAT215	Laboratory Procedures II for the Medical Assistant	3
	MAT211	Clinical Procedures II for the Medical Assistant	3

	MAT130	Medical Office Communication	3
	MAT220***	Medical Office Insurance	3
	MAT227	Special Topics in Medical Assisting	1
			Semester Total: 13-16
Semester 5	BIO103	Principles of Biology	4
	MAT228	Medical Assistant Review Course	1
	MAT229	Medical Assistant Practicum	3
	PSY200	General Psychology	3
	SPH106 OR SPH107	Speech	3
			Semester Total: 14
			Program Total: 71-75

NOTE: Students may complete some or all of the general education (non-MAT) courses prior to admission to the Medical Assisting program. All MAT-prefix courses must be completed with a grade of “C” or higher.

*These courses rotate every other semester

** ORI101 or ORI105 or orientation to college transfer credit is required for all students.

*** Or current certification in cardiopulmonary certification at the health care provider level. Online certification without hands-on skills sessions is not acceptable.

PHLEBOTOMY Short Certificate (STC)			
	Course #	Course Name	Credit Hours
Semester 1	MAT101	Medical Terminology	3
	MAT102*	Medical Assisting Theory I	3
	MAT122**	Basic Concepts of Interpersonal Relationships	3
	MAT125	Laboratory Procedures I for the Medical Assistant	3
			Semester Total: 12
Semester 2	CIS146	Computer Applications	3
	EMS100***	Cardiopulmonary Resuscitation I	0-1
	MAT103*	Medical Assisting Theory II	3
	MAT128	Medical Law and Ethics for the Medical Assistant	3
	MAT215	Laboratory Procedures II for the Medical Assistant	3
			Semester Total: 12-13
Semester 3	MAT239	Phlebotomy Practicum	3
			Semester Total: 3
			Program Total: 27-28

NOTE: Students may complete some or all of the general education (non-MAT) courses prior to admission to the Medical Assisting program. All MAT-prefix courses must be completed with a grade of "C" or higher.

*This course rotates every other semester.

**This course is not offered during the summer term.

***Or current certification in cardiopulmonary resuscitation at the health care provider level.



EKG Technician Short-Term Certificate			
	Course #	Course Name	Credit Hours
Semester 1	CIS146	Computer Applications	3
	EMS100	Cardiopulmonary Resuscitation I	1
	MAT101	Medical Terminology	3
	MAT102	Medical Assisting Theory I	3
	MAT111	Clinical Procedures I	3
			Semester Total: 13
Semester 2	MAT103	Medical Assisting Theory II	3
	MAT122	Basic Concepts of Interpersonal Relationships	3
	MAT128	Medical Law and Ethics for the Medical Assistant	3
	MAT211	Clinical Procedures II	3
			Semester Total: 12
			Program Total: 25

NOTE: All MAT-prefix courses must be completed with a grade of “C” or higher. Graduates are eligible to sit for the National Health Care Association EKG Technician certification (CET-NHA).



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
			Semester Total: 12
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
			Semester Total: 15
			Program Total: 27

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).