

MEDICAL ASSISTING CERTIFICATE (CMA)

One-Year Technical Certificate

Course No	Course Title	Credit Hours	Qtrs Offered	Pre-Requisites
FIRST QUARTER (Fall) 17 credits				
MLT 1300A	Basic Medical Lab Techniques	3	F	MA, MLT Major only
MLT 2620A	Health Care Issues: Medical Professionalism	1	All	None
MLT 2630A	Health Care Issues: Medical Law and Ethics	1	All	None
MSC 1010A	Medical Terminology I	4	F, W, Sp	None
MSC 1180A	Medical Office Procedures	4	F	None
OIS 1240A	Computer Applications I	4	All	OIS1200A or ¹ TST
SECOND QUARTER (Winter) 16 credits				
MSC 1060A	Intro to Medical Transcription	2	F, W, Sp	OIS1240A
MAS 1010A	Medical Assisting Clinical Procedures I	4	W	MA Major only
MSC 1020A	Medical Terminology II	4	All	MSC1010A
MAS 1350A	EKG Techniques	2	W	MLT1300A
ENG 1090A	English Composition I	4	All	OIS1240A or concurrent or examination
THIRD QUARTER (Spring) 17 credits				
MLT 1310A	Phlebotomy	3	F, W, Sp	MLT1300A
MAS 1020A	Med Assisting Clinical Procedures II	4	Sp	MAS1010A
MSC 1500A	Pharmacology for Allied Health	2	W, Sp	MSC1010A
MSC 1100A	Human Diseases	4	W, Sp	MSC1010A
MSC 1140A	Medical Insurance & Billing	4	F, Sp	MSC1010A
FOURTH QUARTER (Summer) 6 credits				
MAS 1050A	Medical Assisting Practicum	5	Su, Arranged	Dept approval
MAS 1060A	Medical Assisting Issues & Review	1	Su	Dept approval
Credit Hour Total		56		

¹ TST = Technology Skills Test

Certification

Students who complete MTC's Medical Assisting certificate program are eligible to sit for the certification exam offered by the American Association of Medical Assistants (AAMA, 20 North Wacker Drive, Suite 1575, Chicago, IL 60606, 312-899-1500, www.aama-nlt.org/). The credential awarded upon successful completion of the exam is the CMA (Certified Medical Assistant).

Convicted felons or individuals pleading guilty to a felony are not eligible to sit for the Medical Assisting certification exam unless the Certifying Board (CB) grants a waiver based on accepted mitigating circumstances.

Admission

Limited Enrollment

To apply for acceptance into the Medical Sciences certificate program of Medical Assisting, your application file should contain:

1. MTC Application for Admission (and nonrefundable application fee).
2. Final high school transcript (or GED results) and college transcripts (if applicable). Your high school/college courses should include successful completion of algebra.
3. A minimum 2.5 accumulative grade point average (GPA) in high school or college-level courses (whichever is most recent).
4. Successful completion of the Basic Skills Assessment (COMPASS) in reading, writing, and mathematics (algebra).
5. Complete Medical Assisting program application.

If require, College foundation courses are available to help you meet any specialized program admission requirements. A complete listing of all requirements and policies/procedures for the program is available in the *Medical Sciences Student Handbook*.

Drug Screening See page 66.

Background Check See page 66.

Accreditation See page 3.