



ONE-YEAR CERTIFICATE MEDICAL ASSISTING

The catalog in force is assigned to students based on the academic year they first applied to the college, and changes only when students change their major or request the change in writing. Refer to Policy No. 3357:15-13-28.

2024-25 Catalog
Effective Summer 2024

3105
Pre-3106

Health and Public Services Division

Medical Technology Programs Department

TECHNICAL Course Number	Course Title	Credits	Pre- and Co-Requisites	Completed Sem./Year
MAT100	Medical Assisting I	5	Co-MAT101	
MAT101	Medical Office Procedures	4	Co-MAT100	
MAT102	Medical Assisting II	5	MAT100 and MAT101	
MAT103	Medical Law and Ethics	3		
MAT200	Medical Laboratory Procedures for Medical Assisting	3	MAT102	
MAT201	Insurance for Medical Assisting	3	MAT102	
MAT202	Pharmacology/Administration of Medications	3	MAT102	
MAT203	Medical Assisting III	2	MAT200 and MAT201 and Co-MAT204 and Co-MAT205 and Co-MAT206	
MAT204	Medical Office Management	3	MAT200 and MAT201 and Co-MAT203 and Co-MAT205 and Co-MAT206	
MAT205	Medical Assisting Seminar	1	MAT200 and MAT201 and Co-MAT203 and Co-MAT204 and Co-MAT206	
MAT206	Medical Assisting Practicum	2	MAT200 and MAT201 and Co-MAT203 and Co-MAT204 and Co-MAT205	
	Total	34		
NON-TECH Course Number	Course Title	Credits	Pre- and Co-Requisites	Completed Sem./Year
BIO125	Medical Technology	3		
	Total	3		
TOTAL CREDIT HOURS		37		

*This program requires an application (separate from the College).
2.0 GPA and IDS102 or proficiency for acceptance.
Please see your advisor to discuss the application process.*

FULL-TIME STUDENT ADVISING NOTES

Academic Advising

Students should make an appointment to see their advisor before registering for classes each semester. They should have prepared a completed registration form, including courses they wish to take, prior to this meeting.

Course Sequence

The semester by semester listing below provides the normal scheduling for full-time students who plan to finish in three semesters.

<u>First Semester</u>		<u>Credit Hours</u>	<u>Pre- and Co-requisites</u>
First 8-Weeks			
MAT100	Medical Assisting I	5	Co-MAT101
MAT101	Medical Office Procedures	4	Co-MAT100
Second 8-Weeks			
MAT102	Medical Assisting II	5	MAT100 and MAT101
MAT103	Medical Law and Ethics	3	
MAT201	Insurance for Medical Assisting	3	MAT102
		11	
<u>Second Semester</u>			
MAT200	Medical Lab Procedures for Medical Assisting	3	MAT102
MAT202	Pharmacology/Administration of Medications	3	MAT102
BIO125	Medical Technology	3	
		9	
<u>Third Semester</u>			
First 8-Weeks			
MAT203	Medical Assisting III	2	MAT200 and MAT201 and Co-MAT204 and Co-MAT205 and Co-MAT206
MAT204	Medical Office Management	3	MAT200 and MAT201 and Co-MAT203 and Co-MAT205 and Co-MAT206
MAT205	Medical Assisting Seminar	1	MAT200 and MAT201 and Co-MAT203 and Co-MAT204 and Co-MAT206
Second 8-Weeks			
MAT206	Medical Assisting Practicum	2	MAT200 and MAT201 and Co-MAT203 and Co-MAT204 and Co-MAT205
TOTAL CREDITS		37	

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Please see your advisor to discuss the application process.