

MEDICAL ASSISTANT - ASSOCIATE OF APPLIED SCIENCE

This program is designed to prepare students to perform administrative and clinical duties in the medical offices and/or medical facilities.

		<i>Freshman Year</i>	
		Fall	Spring
ACC 101	Fundamentals of Accounting	3	
BTE 108	Ten Key by Touch	1	
BTE 100	Computer Keyboarding	1	
CIS 118	Intro to Computer Applications	3	
CIS 135	Complete Word	3	
MOT 208	Intro to CPT-4	2	
HPR 106	Law & Ethics for Health Professionals	2	
HPR 178	Medical Terminology	2	
CIS 155	PC Spread Sheets Concepts	3	
BTE 225	Administrative Office Management	3	
MOT 132	Medical Transcription	4	
MOT 209	Intro to ICD-9	2	
BTE 287	Cooperative Education/Internship	1	
		<i>Sophomore Year</i>	
		Fall	Spring
BIO 106	Basic Anatomy & Physiology	4	
NUA 101	Nurse Aide Health Care Skills	4	
NUA 170	Nurse Aid Clinical Experience	1	
NUR 101	Pharmacology Calculations	1	
MAT 103	Math for Clinical Calculations or equivalent	3	
ENG/COM	(above 100)	3	
SPA 111	Spanish I	5	
PSY 101	General Psychology I	3	
MAR 160	Customer Service	3	
BUS 217	Business Communication & Report Writing	3	