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|   | ONE-YEAR CERTIFICATE MEDICAL ASSISTING (Fall) <i>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.</i> | 2025-26 Catalog Effective Summer 2025 3105 Pre-3106 |
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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 | 3 | Co-MAT100 | |
| MAT102 | Medical Assisting II | 3 | 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 | 2 | 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 | |
| MAT234 | Introduction to Phlebotomy | 3 | (IDS102 or Proficiency) and Admission to the program | |
| | Total | 33 | | |
| NON-TECH Course Number | Course Title | Credits | Pre- and Co-Requisites | Completed Sem./Year |
| BIO125 | Medical Terminology | 3 | | |
| | Total | 3 | | |
| TOTAL CREDIT HOURS | | 36 | | |

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.

Minimum grade of "C" in all technical and non-technical courses in the program curriculum is required.

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| 2025-26 Catalog Effective Summer 2025 | MEDICAL ASSISTING (Fall) | 3105 |
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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>Fall Semester</u> | | <u>Credit Hours</u> | <u>Pre- and Co-requisites</u> |
|------------------------|--|-------------------------|--|
| 16-Weeks | | | |
| MAT234 | Introduction to Phlebotomy | 3 | (IDS102 or Proficiency) and Admission to the program |
| First 8-Weeks | | | |
| MAT100 | Medical Assisting I | 5 | Co-MAT101 |
| MAT101 | Medical Office Procedures | 3 | Co-MAT100 |
| Second 8-Weeks | | | |
| MAT102 | Medical Assisting II | 3 | MAT100 and MAT101 |
| BIO125 | Medical Terminology | <u>3</u> | |
| | | 17 | |
| <u>Spring Semester</u> | | | |
| First 8-Weeks | | | |
| MAT200 | Medical Lab Procedures for Medical Assisting | 3 | MAT102 |
| MAT202 | Pharmacology/Administration of Medications | 3 | MAT102 |
| Second 8-Weeks | | | |
| MAT103 | Medical Law and Ethics | 3 | |
| MAT201 | Insurance for Medical Assisting | <u>3</u> | MAT102 |
| | | 12 | |
| <u>Summer 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 | 2 | 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 |
| First 10-Weeks | | | |
| MAT206 | Medical Assisting Practicum | <u>2</u> 7 | MAT200 and MAT201 and Co-MAT203 and Co- MAT204 and Co-MAT205 |

TOTAL CREDITS 36

*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.*