



**Medical Assistant Specialist
Associate in Science Degree
97 Credit Hours**

This program is designed to prepare students for employment in clerical or clinical positions as Medical Administrative Assistants, Unit Secretaries, Medical Billing clerks, Medical Insurance Secretaries, or Medical Secretaries. The program allows students to specialize in either Administrative or clinical Skills training with a strong emphasis or comprehensive understanding of Medical Terminology, Hematology, Urology and Medical Office Procedures. General Education courses are indicated by a * after the course number. Several courses require prerequisites. Check the course description to determine required prerequisites.

Year 1

<u>1st Term</u>	<u>Credit Hrs.</u>
MAT1033* Intermediate Algebra	4
CTS1208C Computer Apps. I	3
OST1142C Keyboarding I	2
ENC1100 * English Composition I	4
HSC1532 Anatomy & Medical Terminology	4
SLS1301 Professional Development	<u>2</u>
Total	19

<u>2nd Term</u>	<u>Credit Hrs.</u>
ENC1106* English Composition II	4
BSC1005* General Biology	4
BSC1005L* General Biology Lab	1
PSY1012 Intro to Psychology	4
HIM1476 Medical Abbreviations	3
SPC1606* Public Speaking	<u>3</u>
Total	19

<u>3rd Term</u>	<u>Credit Hrs.</u>
BSC2085C Anatomy and Physiology I	4
MAC1105* College Algebra	4
MEA0322 Comp. Records Manage. I	3
MEA1250 Disease Process	4
MEA0334 Insurance Process I	3
MEA0385 Medical Law & Ethics	<u>2</u>
Total	20

<u>4th Term</u>	<u>Credit Hrs.</u>
POS1049* American Government	4
BSC2086C Anatomy & Physiology II	4
MEA0323 Comp. Records Mgt.. II	3
OST0250 Med. Office Procedures	4
MEA0243 Pharmacology	<u>4</u>
Total	19

Year 2

<u>1st Term Administrative Major</u>	<u>Credit Hrs.</u>
HIM1272 Coding and Billing I	3
HIM2273 Coding and Billing II	3
MEA0335 Insurance Process II	3
CTS1209 Computer Applications II	3
OST1143 Keyboarding II	2
OST1305 Proofreading	<u>2</u>
Total	16

<u>2nd Term Administrative Major</u>	<u>Credit Hrs.</u>
MEA2804 Medical Practicum	4

<u>1st Term Clinical Major</u>	<u>Credit Hrs.</u>
MEA0206 Clinical Procedures	4
MEA2226C Med. Sp. Procedure	4
MEA2248C Phlebotomy & Cardiac	<u>4</u>
Total	12

<u>2nd Term Clinical Major</u>	<u>Credit Hrs.</u>
MEA2245C Med Admin and UA	4
MEA2804 Medical Practicum	<u>4</u>
Total	8

@ Year 2 students may select electives for administrative or clinical specialty.