

14 Months Diploma

Credits Required for Graduation: 54.5

2009 – 2010 Revised: 7/09

August Start

First Year – Fall Semester

Course Number	Course Title	Clock Hours	Credits
MA 105	Intro to Medical Assisting I	56	2
MA 115	Medical Terminology	42	1.5
MA 121	Keyboarding and Word Processing	28	1
MA 125	Medical Law and Ethics	56	2
MA 136	Anatomy and Pathology I	56	2
MA 175	Clinical Office Procedures	56	2
ACCT 210	Principles of Accounting I	48	3
CIS 105	Computer Software Applications	48	3
		390	16.5

First Year – Spring Semester

Course Number	Course Title	Clock Hours	Credits
MA 138	Anatomy and Pathology II	56	2
MA 146	Advanced Word Processing	56	2
MA 150	Intro to Medical Assisting II	56	2
MA 153	ICD-9 Medical Coding	28	1
MA 155	Medical Office Transcription	70	2.5
MA 165	Pharmacology	56	2
MA 167	CPT Medical Coding	56	2
MA 171	Medical Laboratory Procedures	82	2.5
MLT 135	Principles of Phlebotomy	28	1
		488	17

Summer Session

Course Number	Course Title	Clock Hours	Credits
MA 211	Computerized Medical Office Procedures I	42	1.5
MA 212	Patient to Payment/Insurance Procedures	56	2
MA 220	Diagnostic and Therapeutic Procedures	42	1.5
MA 221	Integrated Applications	56	2
		196	7

Second Year – Fall Semester

Course Number	Course Title	Clock Hours	Credits
MA 201	Electronic Health Records	42	1.5
MA 205	Clinical Office Procedures	56	2
MA 214	Emergency Preparedness	28	1
MA 215	Administration of Medications	28	1
MA 230	Computerized Medical Office Procedures II	56	2
MA 240	Administrative and Clinical Externship	240	4
AC 100	Applied Communications	28	1
AED 100	Automated External Defibrillator	14	.5
HAZ 100	Hazardous Materials Safety	14	.5
		506	13.5