

Medical Assisting Curriculum

The following is a suggested course sequence and may vary, depending on whether or not student is required to complete transition courses or repeat an MAT course. Additional courses may be offered, based on student demand.

Course	Theory	Lab	Clinical	Credit	Contact
First Semester					
CIS 146: Microcomputer Applications	3	-	-	3	3
ENG 101: English Composition I or ENG 100: Vocational Technical English	3	-	-	3	3
MAT 101: Medical Terminology	3	-	-	3	3
MAT 102: Medical Assisting Theory I	3	-	-	3	3
ORI 105B: Orientation and Student Success	3	-	-	3	3
Term Total	15	-	-	15	15
Second Semester					
BIO 103: Principles of Biology	3	1	-	4	6
MAT 103: Medical Assisting Theory II	3	-	-	3	3
MAT 120: Medical Administrative Procedures I	2	1	-	3	5
MAT 125: Laboratory Procedures I for the Medical Assistant	2	1	-	3	5
MTH 100: College Algebra or higher	3	-	-	3	3
Term Total	13	3	-	16	22
Third Semester					
EMS 100: Cardiopulmonary Resuscitation	1	-	-	1	1
MAT 111: Clinical Procedures I for the Medical Assistant	2	1	-	3	5
MAT 121: Medical Administrative Procedures II	2	1	-	3	5
MAT 200: Management of Office Emergencies	2	-	-	2	2
MAT 215: Laboratory Procedures II for the Medical Assistant	2	1	-	3	5
Term Total	9	3	-	12	18
Fourth Semester					
<i>Student eligible to apply for Short Certificate-Medical Assisting: Phlebotomy (MAT 239: Phlebotomy Preceptorship required) and CPT certification exam.</i>					
MAT 128: Medical Law and Ethics	3	-	-	3	3
MAT 211: Clinical Procedures II for the Medical Assistant	2	1	-	3	5
MAT 216: Medical Pharmacology for the Medical Office	3	1	-	4	6
MAT 220: Medical Office Insurance	2	1	-	3	5
SPH 107 – Speech	3	-	-	3	3
Term Total	13	3	-	16	22
Fifth Semester					
MUS, ART, LIT, PHL – Humanities Elective	3	-	-	3	3
MAT 228R: Medical Assistant Review Course	1	-	-	1	1
MAT 229: Medical Assisting Practicum (Preceptor 5:1)	-	-	3	3	15
PSY 200: General Psychology	3	-	-	3	3
WKO 102: Workplace Skill Development II	3	-	-	3	3

Term Total	10	-	3	13	25
<i>Student eligible to apply for Short Certificate-Medical Assisting (MAT 229: Medical Assisting Preceptorship required)</i>					
<i>Student eligible to apply for A.A.S. in Medical Assisting and CCMA certification exam upon successful completion of fifth semester.</i>					
Credit Hours	Medical Assisting Program Total				
	<i>Medical Assisting Credit: 43</i>				
	<i>Academic Credit: 29</i>				
	<i>Total Credit Hours: 72</i>				

CVCC Medical Assisting program is accredited by:	CVCC is accredited by:
Accrediting Bureau of Health Education Schools (ABHES) 7777 Leesburg Pike, Suite 314 North Falls Church, VA 22043 (703)917-9503 www.abhes.org	Southern Association of Colleges and Schools, Commission on Colleges 1866 Southern Lane Decatur, GA 30033 (404) 679-4500 www.sacs.org