

Medical Assistant (MA), Diploma

The purpose of this program is to prepare the student as a multi-skilled medical assistant. This is done through the acquisition of the knowledge and skills that are necessary to work in clinical and administrative settings at hospitals, clinics, medical Labs, diagnostic centers, and doctor's offices. In addition, the program offers options for entry-level positions such as front office procedures, back office procedures, and back office procedures. The National Certification Exam of Phlebotomy, or the Certified and Registered Medical Assistant certification examination. ATB entrance required scores: 200 Verbal and 210 Quantitative in the Wonderlic Basic Skills Test. FNC awards a diploma upon completion of the program.

GRADUATION REQUIREMENTS (A MINIMUM OF 45 CREDITS)

General Education Requirements

COMMUNICATIONS (3 CREDITS)

	Credit	Hours
ENC 1101 English Composition I **	3	

COMPUTERS (4 CREDITS)

CGS 1030 Introduction to Information Technology	4	
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HSC 1000C Introduction to Health Care	3	
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HSC 1531C Medical Terminology	3	
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BSC 1085C Anatomy & Physiology I	4	
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BSC 1086C Anatomy & Physiology II	4	
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HSC 1230L Patient Care Procedures	2	
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Front Office

MEA 2304C Medical Office Management	3	
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MEA 2305C Medical Office Procedures	3	
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Back Office

MEA 2226C Examining Room Procedures	3	
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MEA 2265C Lab. Procedures I	3	
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MEA 2266C Lab. Procedures II	3	
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SUGGESTED ELECTIVE (choose 7 credits from below)

HSC 2149C General Pharmacology for Health Professions	3	
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MEA 2206C Clinical Procedures	3	
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MEA 2258 Radiology for Medical Assisting	4	
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MEA 2206C Clinical Procedures	3	
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MEA 2226C Examining Room Procedures	3	
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MEA 2258 Radiology for Medical Assisting	4	
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MEA 2265C Lab. Procedures I	3	
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MEA 2315C Medical Transcription	3	
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MEA 2321C Medical Filing	3	
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MEA 2335C Medical Insurance, Coding and Billing	3	
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Medical students are required to wear medical attire at all times. Students must furnish their own uniforms.

All students must provide BLS, OSHA, HIV, and HIPPA seminar completion forms in order to participate in the clinical rotations. Students must complete 135 hours of clinical practice.

*General Education Component (see page 132)

**This course has prerequisites; check course descriptions.

[Program Disclosure Information](#)