

MEDICAL ASSISTANT - Fall Start PROGRAM GUIDE

TODAY'S DATE: _____

NAME: _____

ANTICIPATED COMPLETION TERM & YEAR _____

COURSE NAME	COURSE ABBREVIATION	COURSE NUMBER	CREDIT HOURS	GRADE	TERM TAKEN
FIRST SEMESTER (FALL)					
Medical Terminology	HESC	1000	3		
Introduction to Computers	CSCI	1010	3		
Introduction to Medical Assistant	MAST	1111	1		
Basic Body Structure and Function	MAST	1002	2		
Clinical Procedures I	MAST	1221	1		
Law and Ethics for Medical Assistants	MAST	1122	2		
Medical Assistant Applications	MAST	1132	2		
SEMESTER CREDIT HOURS			14		
SECOND SEMESTER (SPRING)					
Administrative Procedures I	MAST	1214	4		
Professional Writing	ENGL	2002	3		
Medical Transcription	MAST	2113	3		
Healthcare Reimbursement	HEIT	1250	3		
Clinical Procedures II	MAST	2131	1		
SEMESTER CREDIT HOURS			14		
THIRD SEMESTER (FALL)					
Professionalism for Health Care Providers	MAST	2221	1		
Pharmacology for Medical Assistants	MAST	2142	2		
Medical Assistant Externship	MAST	2222	2		
Clinical Procedures III	MAST	2211	1		
SEMESTER CREDIT HOURS			6		
TD-CTS, MEDICAL ASSISTANT			34		

Revised April 22, 2016

ALL COURSES MUST BE COMPLETED WITH A GRADE OF "C" OR BETTER.

PREREQUISITES MEDICAL ASSISTANT

ALL DEVELOPMENTAL REQUIREMENTS MUST BE SATISFIED BEFORE SCHEDULING ANY CLASSES.

COURSE	PREREQUISITES
MAST 2131 (Clinical Procedures II)	MAST 1221 (Clinical Procedures I)
MAST 2211 (Clinical Procedures III)	MAST 2131 (Clinical Procedures II)
MAST 2222 (Medical Assistant Externship)	MAST 1111, MAST 1214, MAST 1221, HEIT 1250, MAST 2113, MAST 2131, MAST 2142, MAST 2211, MAST 2221
ENGL 2002 (Business English)	ENGL 1010 (English Composition I)

****Concurrent Enrollment = Courses must be taken at the same time as the designated class.***

Prerequisite = Course(s) must be taken before the designated course.

ADMISSION REQUIREMENTS:

1. Completed RPCC admission application
2. Submit High School and/or previous college transcripts
3. Successful scores on the ACCUPLACER, COMPASS, or ACT Test or complete developmental courses before completion of program.
 - a) Must be three (3) years old or less from program admittance date
 - b) Scores per RPCC admittance requirements
 - c) In place of the COMPASS test we will accept the following ACT scores that are three (3) years old or less from program admittance date:
 - a) Math – 19
 - b) Reading – 16
 - c) English – 18
4. Submit a RPCC Medical Assistant application.
5. Submit immunization records, valid State Issued driver's license or ID, birth certificate, and social security card.