

MEDICAL ASSISTING
DEPARTMENT CHAIR: BRITTANY NEWBY 207-453-5851

MEDICAL ASSISTING CERTIFICATE

First Semester

BIO119	Survey of Anatomy and Physiology	4
MAS101	Introduction to Medical Assisting	3
MAS102	Medical Terminology	3
MAS110	Medical Documentation	3
MAS115	Medical Assisting Clinical Theory	3
MAS117	Medical Assisting Clinical Lab	1

Second Semester

MAS114	Medical Office Law and Ethics	3
MAS211	Insurance Coding for Medical Office	3
MAS215	Advanced Medical Assisting Clinical Theory	3
MAS217	Advanced Medical Assisting Clinical Lab	2
MAS220	Pathophysiology/Pharmacology for the Medical Office	3

Summer Semester

MAS234	Clinical/Administrative Office Practicum	5
Total Credits		36

ASSOCIATE IN APPLIED SCIENCE DEGREE

First Semester

BIO119	Survey of Anatomy and Physiology	4
MAS101	Introduction to Medical Assisting	3
MAS102	Medical Terminology	3
MAS110	Medical Documentation	3
MAS115	Medical Assisting Clinical Theory	3
MAS117	Medical Assisting Clinical Lab	1

Third Semester

BIO 214	Anatomy and Physiology II	4
COM105	Interpersonal Communication	3
ENG101	College Composition	3
_____	General Education Elective	3

Second Semester

MAS114	Medical Office Law and Ethics	3
MAS211	Insurance Coding for Medical Office	3
MAS215	Advanced Medical Assisting Clinical Theory	3
MAS217	Advanced Medical Assisting Clinical Lab	2
MAS220	Pathophysiology/Pharmacology for the Medical Office	3

Fourth Semester

ENG219	Business and Professional Writing	3
MAT111	Quantitative Reasoning	3
PSY101	Introduction to Psychology	3
_____	Humanities Elective	3

Total Credits 61

Summer Semester

MAS234	Clinical/Administrative Office Practicum	5
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CRITERIA FOR GRADUATION

Students must complete 36 credits in the Medical Assisting Certificate program, 61 credits in the Associate in Applied Science Degree program, and achieve a minimum grade of "C" in all courses. Students must attain a final GPA of 2.0 or higher.

Revised June 2021