

# Medical Assisting Certificate Sample Schedule

This program can be completed in three semesters plus 225 hours of internship. MOT courses are not available summer semester. All non-MOT courses are offered all semesters.

<u>Courses</u>	<u>Credits</u>
<u>First Semester</u>	
HPR 178 Medical Terminology	2
MOT 110 Medical Office I	4
MOT 120 Medical Office II	3
PSY 101 General Psychology I	3
HPR 106 Law and Ethics	<u>2</u>
	14
 <u>Second Semester</u>	
BIO 106 Anatomy and Physiology	4
CIS 118 Introduction to PC Applications	3
COM 126 Communication in Health Care	3
MOT 136 Introduction to Clinical Skills	2
Math (optional) Math as needed to pass out of MAT 060	<u>(3)</u>
	12-15
 <u>Third Semester</u>	
MOT 130 Insurance and Billing	3
MOT 140 Clinical Skills	4
MOT 138 Laboratory Skills	4
MOT 150 Pharmacology	<u>3</u>
	14
 <u>Fourth Semester</u>	
MOT 183 Medical Assisting Internship (225 hours)	<u>5</u>
	5
<b>Total Required Credits</b>	<b>45</b>