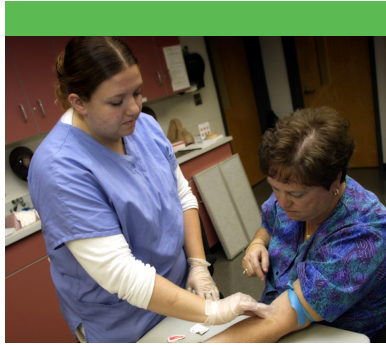


# MEDICAL ASSISTING - 492

## ASSOCIATE OF APPLIED SCIENCE DEGREE

### Nature of Profession:

The Medical Assistant is trained to work primarily in a physician's office. They may choose to work as a receptionist in a hospital or physician's office, a transcriptionist, insurance specialist, financial secretary, billing and collection specialist, laboratory assistant, or a clinical assistant involved in patient care.



### Related Occupations:

Medical Receptionist, Computerized Medical Office Management, Medical Records Clerk, Transcription, Clinical Assistant, Lab Assistant, Out-Patient Clinics Medical Assistant, or X-ray Aide.



### Program Design:

All courses with the prefix of MAST must be completed with a grade of "C" or better.



COURSES		CREDITS
<b>First Quarter - Fall</b>		
BIOL 104	Human Biology I - <b>SSU BIOL 1130</b>	4
BIOL 114	Human Biology Lab I	
CSCI 101	Computer Keyboarding - <b>SSU BUIS 1010</b>	3
MAST 101	Introduction to Medical Assisting	3
MAST 115	Medical Terminology - <b>SSU AHN 102</b>	3
MAST 111	Medical Administrative Procedures	4
<b>Second Quarter - Winter</b>		
BIOL 105 & 115	Human Biology II - <b>SSU BIOL 1131</b>	4
ENGL 101	English Composition - <b>SSU ENGL 1101</b>	5
MAST 118	Human Diseases	3
MAST 130	Pharmacology I	3
PSYC 110	Principles of Psychology I - <b>SSU PSYC 1101</b>	5
<b>Third Quarter - Spring</b>		
MAST 140	Clinical Procedures I	4
MAST 125	Clinical Practicum I	1
MAST 209	Computer Applications	3
MAST 205	Medical Law and Ethics***	3
MAST 212	Medical Transcription***	4
<b>Fourth Quarter - Fall</b>		
MAST 214	Advanced Terminology and Transcription	3
MAST 126	Clinical Practicum II	1
ENGL 102	English Composition II - <b>SSU ENGL 1105</b>	3
ACCT 110	Office Accounting - <b>SSU ACCT 1010</b>	4
MATH 135	Allied Health Math***	4
MAST 240	Clinical Procedures II	4
<b>Fifth Quarter - Winter</b>		
MAST 218	Medical Insurance Billing & Coding I***	3
PSYC 111	Life Span & Human Development - <b>SSU PSYCH 1130</b>	5
MAST 230	Pharmacology	3
SPTH 115	Fundamentals of Effective Speech - <b>SSU COMM 1103</b>	3
MAST 225	Clinical Practicum	1
<b>Sixth Quarter - Spring</b>		
MAST 220	Emergency Medical Procedures	4
MAST 226	Clinical Practicum	1
MAST 219	Medical Insurance Billing & Coding II***	4
MAST 215	Medical Laboratory Techniques	5

\*\*\*This class is offered online at this time. Approval of HLC classes pending and will be offered onsite at SSU once approved.

Total Credits **102**



## FOLLOW THESE STEPS TO ENROLL

1. Complete an application for admission and return it to any student services office accompanied by a high school transcript or GED certificate.
2. Students who wish to obtain a degree from Southern State or plan on taking any math or English courses are required to take a Placement Assessment. Take a Placement Assessment while attending the orientation session.
3. Register for classes while attending the orientation session.
4. Call 1-800-628-7722 to reserve your spot at orientation. Dates, times, and locations will accompany acceptance letter.
5. Make payment or arrangements for payment by the date listed in the quarterly schedule.

SSCC is strongly committed to a policy of equal opportunity in its employment practices, educational programs and activities, and the many services it offers to the community. The College does not discriminate against applicants, employees, or students on the basis of race, color, religion, sex, national origin, age, or handicap.

## A COLLEGE FOR EVERYONE

- Southern State is accredited by the North Central Association of Colleges and Schools.
- A variety of technical programs are available for students wishing to join the workforce immediately upon graduation. The College also offers general programs for students who have plans to transfer to another college or university after their time at Southern State.
- Addressing the affordability of education, the College offers a full range of financial aid resources including grants, loans, scholarships, and work-study opportunities.
- In an effort to provide convenient access for all students in the service region, the College has four convenient locations throughout the southern Ohio.

CENTRAL CAMPUS  
100 Hobart Drive  
Hillsboro, OH 45133  
(937) 393-3431

SOUTH CAMPUS  
12681 US Route 62  
Sardinia, OH 45171  
(937) 695-0307

NORTH CAMPUS  
1850 Davids Drive  
Wilmington, OH 45177  
(937) 382-6645

FAYETTE CAMPUS  
1270 US Route 62 SW  
Washington CH, OH 43160  
(740) 333-5115



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(800) 628-7722

## MEDICAL ASSISTING

Associate Of Applied Science Degree

