

Medical Assistant Diploma

A Partnership with Anoka Technical College
(Offered at Eden Prairie only)

1st Semester

MAST 1000	Medical Terminology	2
MAST 1025	Lab I	4
MAST 1055	Pharmacology I	2
NURS 1112 or BIOL 2015	Anatomy and Physiology Human Anatomy	4
ENGL 2121	Writing and Research	4
Total		16

2nd Semester

MAST 1007	Medical Assistant Administrative I	2
MAST 1040	Clinical Procedures I	3
MAST 2007	Medical Assistant Administrative II	2
MAST 2055	Pharmacology II	2
HLTH 1000	Disease Conditions	2
*Required	General Education	3
Total		14

Summer Semester

*Required	General Education	3
EMSV 1020	CPR/First Aid	1
Total		4

3rd Semester

MAST 1035	Lab II	4
MAST 2030	EKG	1
MAST 2043	Clinical Procedures II	4
*Required	General Education	6
Total		15

4th Semester

MAST 2050	Externship (must have current CPR)	7
Total		7

Graduation (56 credits)

*Required general education offerings are listed on the back. Semester listings reflect the required sequence. Due to circumstances beyond our control, the information herein is subject to change without notice.

3/5/08 MAST EP

General Information

1. All Medical Assistant students must earn a grade of C (80%) in all required courses to continue in the program. If a student earns less than a C (80%) or drops a course (earning a W) in any required course, the course may be repeated one time only.
2. Current CPR for Health Care Provider, Professional Rescuer or EMSV 1020 CPR/First Aid required before enrolling in MAST 2050 Externship.
3. The Medical Assistant Program at Anoka Technical College is accredited by the American Association of Medical Assistants.
4. Students who have completed the Medical Assistant Program are eligible to take the national certification test.
5. Students are required to complete a 320 hour **unpaid** externship.
6. Grading scale used in MAST courses:
 - 94-100% = A
 - 87-93% = B
 - 80-86% = C
 - 79% = D
 - <78% = F

General Education Required

CPLT1100	Essential Computer Applications	3
COMM 2050	Interpersonal Communication	3
PHIL2200	Ethics	3
or		
PHIL2400	Medical Ethics	4
SSCI 2100	Introduction to Sociology	3
SSCI 2300	General Psychology	3
or		
SSCI 2310	Psychology Throughout the Lifespan	3

Only 2000-level General Education courses satisfy AAS degree requirements and meet Minnesota Transfer Curriculum (MnTC) guidelines. Computer literacy courses also satisfy AAS degree requirements but may or may not be accepted for general education transfer by other Minnesota Colleges.

Criminal Background Studies

- State law requires that anyone providing direct patient contact have a criminal background study conducted by the state. Health care agencies are prohibited from allowing individuals with specified **felony** convictions to have patient/client contact.