



CHATTAHOOCHEE VALLEY COMMUNITY COLLEGE

Short Certificate - Medical Assisting

The medical assisting certificate program requires the student to complete 25 semester hours, 24 of which are in medical assisting courses. This program will prepare students for careers in the health care field by offering courses in both the clinical and administrative functions of a physician's office. Prior to completion of the medical assisting certificate, students will complete a 225-hour preceptorship in a medical setting. Please see "Required Documents under A.A.S Medical Assisting" for required immunizations and certification.

credit hours

Required courses	25
EMS 100 Cardiopulmonary Resuscitation	1
MAT 101 Medical Terminology	3
MAT 102 Medical Assisting Theory I	3
MAT 103 Medical Assisting Theory II	3
MAT 111 Clinical Procedures I	3
MAT 120 Medical Admin. Procedures I	3
MAT 121 Medical Admin. Procedures II	3
MAT 211 Clinical Procedures II	3
MAT 229 Medical Assisting P receptorship	3
Electives Courses	1
MAT 228 Medical Assistant Review Course	1
Total	25-26