



Medical Assisting Diploma

The Medical Assisting curriculum prepares multi-skilled health care professionals qualified to perform administrative, clinical, and laboratory procedures.

Course work includes instruction in scheduling appointments, coding and processing insurance accounts, billing, collections, computer operations; assisting with examinations/treatments; performing routine laboratory procedures, electrocardiography, supervised medication administration; and ethical/legal issues associated with patient care.

Graduates of CAAHEP-accredited medical assisting programs may be eligible to sit for the American Association of Medical Assistants' Certification Examination to become Certified Medical Assistants.

Employment opportunities include physicians' offices, health maintenance organizations, health departments, and hospitals.

FOR MORE INFORMATION CONTACT

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Chair of Medical Assisting
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COURSE NUMBER/TITLE

CREDIT HOUR

SEMESTER OFFERED

ADVISING NOTES

COURSE NUMBER/TITLE	CREDIT HOUR	SEMESTER OFFERED	ADVISING NOTES
COMMUNICATION (3 credits)			
ENG 111 Writing and Inquiry	3	FA, SP, SU	
HUMANITIES/FINE ARTS			
None			
SOCIAL/BEHAVIORAL SCIENCE			
None			
NATURAL SCIENCE / MATH (3 credits)			
MAT 110 Math Measurement & Literacy	3	FA, SP, SU	
MAJOR REQUIREMENTS (41 credits)			
MED 110 Orientation to Medical Assisting	1	FA-1	
MED 116 Intro to Anatomy & Physiology	4	FA-1	
OST 149 Medical Legal Issues	3	FA-1	
MED 121 Medical Terminology I	3	FA-1	
MED 130 Admin Office Procedures I	2	FA-1	
MED 140 Exam Room Procedures I	5	FA-1	
MED 112 Orientation to Clinic Setting I	1	SP-1	
MED 122 Medical Terminology II	3	SP1	
MED 131 Admin Office Procedures II	2	SP-1	
MED 150 Laboratory Procedures I	5	SP-1	
MED 240 Exam Room Procedures II	5	SP-1	
MED 260 MED Clinical Practicum	5	SU-1	
MED 264 Medical Assisting Overview	2	SU-1	
Other Requirements (1 credit)			
ACA 122 College Transfer Success	1	FA, SP, SU	
ADDITIONAL NOTES:			