

# MEDICAL ASSISTING

ASSOCIATE DEGREE &amp; CERTIFICATE PROGRAMS

2023-2024 CATALOG

## DESCRIPTION

The Medical Assisting Program (MAST) prepares students for employment in medical offices and laboratories. Training is offered in front and back medical office management.

Medical Assisting training prepares the student for an entry-level position as a medical assistant. Students are taught basic and advanced clinical skills, verbal and written communication skills, medical office management techniques, and essential customer service skills required in professional employment settings. A hands-on externship experience is part of the training.

## ASSOCIATE DEGREE AND CERTIFICATE PROGRAMS

**An Associate Degree**, depending on the focus of study, is designed to prepare students for transfer into upper division course work in a bachelor's degree program, or, to prepare students to enter the workforce in a particular vocational field. To qualify for an Associate's Degree, a student must: (1) complete each major-specific course required for the degree with at least a "C" grade or better, (2) complete all Cuesta College general education, graduation and residency requirements, and (3) achieve an overall grade point average of 2.0 for all courses attempted (major, general education, elective).

**A Certificate Program** is designed for students who desire specific training to meet an immediate occupational or personal goal, or for promotion or lateral transfer within their existing field of employment. To qualify for a Certificate of Achievement or a Certificate of Specialization, a student must 1) complete all courses required for the Certificate with an overall grade point average of 2.0.

## DEGREES, CERTIFICATES & AWARDS

- Associate in Science (A.S.)
- Certificate of Achievement (C.A.)
- Certificate of Specialization (C.S.)

## CAREER OPPORTUNITIES

- Medical Back-Office – Patient Care
- Medical Front-Office – Administrative/ Clerical

## CONTACT

Division Chair: Monica Millard,  
MSN, RN

Office: SLO Bldg 2700, Rm 2725  
NC Bldg N2400, Rm N2421

Phone: SLO (805) 546-3119  
NC (805) 592-9426

**ASSOCIATE DEGREE PROGRAM**

**Medical Assisting** — Associate in Science

The Medical Assisting Program prepares students for entry-level employment in medical offices and clinics. Medical assistants are important members of the healthcare team. They are most likely the first people you interface with when you go to a doctor’s appointment. They are the individuals who help schedule your appointments, take your vital signs, prepare you for medical procedures and manage other patient needs and clerical tasks. The program provides classroom training along with skills-lab practice, and hands-on externship opportunities. Students are taught basic and advanced medical assisting skills, medical office management, and professional written and verbal communication. Upon completion students are eligible to take approved state and/or national certification exams.

All Allied Health courses must be completed with a minimum grade of “C” to progress within and to graduate from the program in order to fulfill Designated Degree requirements.

**Required Courses (31.5 credits)**

BIO 212 . . . . .	Human Biology . . . . .	3
BUS 227 . . . . .	Business Communications . . . . .	4
BUS 228 . . . . .	Office Technology And Telecommunications . . . . .	3
MAST 110 . . . . .	Medical Assisting Basics . . . . .	2
MAST 111A . . . . .	Medical Assisting Fast Track . . . . .	9.5
MAST 111B . . . . .	Medical Assisting Fast Track Lab . . . . .	1
NRAD 222 . . . . .	Medical Terminology . . . . .	3
PSYC 201 . . . . .	Introductory Psychology . . . . .	3
SOC 201A . . . . .	Introduction To Sociology . . . . .	3

**Plus 3-4 credits from the following:**

CIS 210 . . . . .	Introduction To Computer Applications . . . . .	4
CSS 225 . . . . .	College Success . . . . .	3
PHLB 109A . . . . .	Phlebotomy . . . . .	2
AND		
PHLB 109B . . . . .	Phlebotomy Externship . . . . .	1

**Total Credits:** . . . . . 34.5 - 35.5

[Click Here For Program Student Learning Outcomes](#)

**TRANSFER PREPARATION**

Courses that fulfill major requirements for an associate degree may differ from those needed to prepare to transfer. Students who plan to transfer to a four-year college or university should schedule an appointment with a Cuesta College counselor to develop a student education plan (SEP) before beginning their program.

**TRANSFER RESOURCES:**

CSU and UC Articulation Agreements and Majors Search Engine:  
[www.ASSIST.org](http://www.ASSIST.org)  
 CSU System Information:  
[www2.calstate.edu](http://www2.calstate.edu)

**FINANCIAL AID**

Paying for the cost of a college education requires a partnership among parents, students and the college. As the cost of higher education continues to rise we want you to know that Cuesta College offers a full array of financial aid programs—grants, work study, scholarships, federal loan programs, and fee waivers. These programs are available to both full-and part-time students who are seeking a degree or certificate. For those who qualify, financial aid is available to help with tuition, fees, books and supplies, food, housing, transportation, and childcare. Please log onto our website for additional information:  
[www.cuesta.edu/student/studentservices/finaid](http://www.cuesta.edu/student/studentservices/finaid)

**CERTIFICATE PROGRAMS**

**Medical Assisting** — Certificate of Achievement

Prepares the student for entry level employment as a medical assistant and eligibility for approved state or national certification exam.

All Allied Health courses must be completed with a minimum grade of "C" to progress within and to graduate from the programs in order to fulfill Occupational Certificate requirements.

**Required Courses (22.5 credits)**

BIO 212 . . . . . Human Biology . . . . .	3
BUS 227 . . . . . Business Communications . . . . .	4
MAST 110 . . . . . Medical Assisting Basics . . . . .	2
MAST 111A . . . . . Medical Assisting Fast Track . . . . .	9.5
MAST 111B . . . . . Medical Assisting Fast Track Lab . . . . .	1
NRAD 222 . . . . . Medical Terminology . . . . .	3

**Plus 3-4 credits from the following with a minimum grade of "C" for each course:**

BUS 228 . . . . . Office Technology And Telecommunications . . . . .	3
CIS 210 . . . . . Introduction To Computer Applications . . . . .	4
CSS 225 . . . . . College Success . . . . .	3
PHLB 109A . . . . . Phlebotomy . . . . .	2
AND	
PHLB 109B . . . . . Phlebotomy Externship . . . . .	1
NAST 148 . . . . . Nursing Assistant . . . . .	3
AND	
NAST 148L . . . . . Nursing Assistant Lab . . . . .	2

**Total Credits: . . . . . 25.5 - 26.5**

[Click Here For Program Student Learning Outcomes](#)

**Medical Assisting** — Certificate of Specialization

The Medical Assisting Program prepares students for entry-level employment in medical offices and clinics. Medical assistants are important members of the healthcare team. They are most likely the first people you interface with when you go to a doctor’s appointment. They are the individuals who help schedule your appointments, take your vital signs, prepare you for medical procedures and manage other patient needs and clerical tasks. The program provides classroom training along with skills-lab practice, and hands-on externship opportunities. Students are taught basic and advanced medical assisting skills, medical office management, and professional written and verbal communication. Upon completion students are eligible to take approved state and/or national certification exams

**Required Courses (12.5 credits)**

MAST 110 . . . .	Medical Assisting Basics . . . . .	2
MAST 111A . .	Medical Assisting Fast Track. . . . .	9.5
MAST 111B . .	Medical Assisting Fast Track Lab . . . . .	1
<b>Total Credits:</b> . . . . .		<b>12.5</b>

[Click Here For Program Student Learning Outcomes](#)



Highway 1  
San Luis Obispo, California 93403