

MEDICAL ASSISTANT CERTIFICATE

General Education Area Requirements

DS	110	Dakota Culture	
		Or	3
ENGL/DSL	107	Dakota Language	
CSCI	101	Intro to Computers	3
ENGL	105	Technical Communications	<u>3</u>
			9

Core Classes

BOTE	171	Medical Terminology	3
*AH	136	Clinical Procedures	3
*AH	138	Medical Coding CPT	2
BOTE	275	Administrative Office Procedures	3
BIOL	115	Human Structure & Function	4
*AH	222	Medical Transcription 1	3
AH	231	Healthcare Law & Ethics	1
NURS	205	Basic Pharmacology	2
HPER	210	First Aid/CPR	2
AH	299	Co-op Education	2
*AH	134	Medical Disorders	3
*AH	266	Laboratory/Diagnostic Procedures	<u>2</u>
			30
		Total	40

*Indicates pre-requisite

Clinical Procedures – Pre: BOTE 171 & AH 134

Medical Coding – Pre: BOTE 171 & AH 134

Medical Transcription – Pre: BOTE 171, AH 134, NURS 205, students must be able to keyboard at the rate of thirty (30) words per minute as indicated by a proficiency test. Those not attaining this level must successfully complete BOTE 102.

Medical Disorders – Pre: BOTE 171

Laboratory/Diagnostic Procedures – Pre: BOTE 171, AH 134