



## **Arizona College**

### **Medical Assisting Diploma Courses**

#### **Clinical Laboratory Sciences**

- CLS 103 Emergency and Primary Care
- CLS 105 Clinical Office Procedures
- CLS 107 Patient Diagnostics
- CLS 109 Laboratory Sciences
- CLS 111 Therapeutic Procedures

#### **Medical Administrative Procedures**

- MAP 114 Medical Insurance

#### **Computer Courses**

- COM 108 Microcomputer Concepts and Keyboarding
- MAP 208 Computerized Office Management - Medisoft Advanced

#### **Healthcare Fundamentals and Professional Studies**

- ADM 101 Career Development
- ADM 103 Exploration of Medical Specialties
- ADM 105 Math for Meds
- BIO 126 The Body as a Whole
- BIO 127 The Body's Circulation & Defense
- BIO 128 Specialized Body Systems
- MTP 118 Medical Terminology & Pharmacology

#### **Externship**

- EXT 200 Medical Assisting Externship

## **Medical Assisting Degree Courses**

### **Clinical Laboratory Sciences**

- CLS 103 Emergency and Primary Care
- CLS 105 Clinical Office Procedures
- CLS 107 Patient Diagnostics
- CLS 109 Laboratory Sciences
- CLS 111 Therapeutic Procedures
- CLS 203 Competency Skills Laboratory

### **Medical Administrative Procedures**

- HIS 111 Computerized Practice Management- Medical Manager
- MAP 112 Health Care Accounting
- MAP 114 Medical Insurance
- MAP 208 Computerized Patient Records
- MGT 201 Principles of Management
- MGT 203 Human Resource Management
- MGT 207 Managing the Medical Office

### **Computer Courses**

- COM 108 Microcomputer Concepts and Keyboarding
- COM 210 Microsoft Office I (Word & PowerPoint)
- COM 212 Microsoft Office II (Excel & Access)

### **Healthcare Fundamentals and Professional Studies**

- ADM 101 Career Development
- ADM 103 Exploration of Medical Specialties
- ADM 105 Math for Meds
- BIO 126 The Body as a Whole
- BIO 127 The Body's Circulation & Defense

- BIO 128 Specialized Body Systems
- HC GEN 101 First Responder
- HC GEN 103 End of Life Care
- HC GEN 105 Contemporary Healthcare Technology
- HC GEN 107 Emerging Holistic Therapies
- LAW 101 Legal Aspects of Health Care
- MTP 118 Medical Terminology & Pharmacology

### **General Education Studies**

- ENG 101 College English
- HC GEN 109 Current Events
- PSY 101 Introduction to Psychology
- SOC 101 Sociology of Healthcare
- SPE 101 Speech Communications

### **Externship**

- EXT 200 Medical Assisting Externship