DEGREE & CERTIFICATE PROGRAMS

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 and in phlebotomy.

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. Hands-on externship experience is part of the training.

Phlebotomy training prepares students in skills required for essential blood specimen collection needed to fulfill state phlebotomy certificate requirements. The graduate is prepared for employment in hospitals, independent labs, physicians' offices or public health clinics. 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 Assistant:
- Medical Back-Office – Patient Care
- Medical Front-Office – Administrative/ Clerical

Phlebotomy:
- Hospital Setting
- Laboratory Setting
- Medical Offices

Gainful Employment: Federal regulations require institutions to provide students with Gainful Employment information for specific certificate programs offered at Cuesta College. Information for each certificate program can be found by following this link: www.cuesta.edu/student/studentservices/finaid/gainfulemployment

CONTACT

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Division Chair: Monica Millard, MSN, RN
Office: SLO Bldg 2700, Rm 2723
NC Bldg N2499, Rm N2421
Phone: SLO (805) 546-3119
NC (805) 591-6200 ext. 4426
ASSOCIATE DEGREE PROGRAM

Medical Assisting — Associate in Science

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 (33 credits)

BIO 212  Human Biology  3
BUS 228  Office Technology And Telecommunications  3
BUS 227  Business Communications  4
MAST 110  Medical Assisting Basics  2
MAST 111  Medical Assisting Fast Track  11
MAST 111L  Medical Assisting Fast Track Lab  1
NRAD 222  Medical Terminology  3
PSYC 201  Introductory Psychology  3
SOC 201A  Introduction To Sociology  3

Plus 3 credits from the following:

CIS 210  Introduction To Computer Applications  4
CSS 225  College Success  3
MAST 109  Phlebotomy  2.5
MAST 109L  Phlebotomy Externship  1

Total Credits: 36

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
CSU System Information: 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
CERTIFICATE PROGRAMS

Medical Assisting — Certificate of Achievement

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 (24 credits)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>BIO 212</td>
<td>Human Biology</td>
<td>3</td>
</tr>
<tr>
<td>BUS 227</td>
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<td>4</td>
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<td>Medical Assisting Basics</td>
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<td>11</td>
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<td>MAST 111L</td>
<td>Medical Assisting Fast Track Lab</td>
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<tr>
<td>NRAD 222</td>
<td>Medical Terminology</td>
<td>3</td>
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<tr>
<td></td>
<td>Plus 3 credits from the following with a minimum grade of “C” for each course:</td>
<td></td>
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<tr>
<td>BUS 228</td>
<td>Office Technology And Telecommunications</td>
<td>3</td>
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<td>Phlebotomy</td>
<td>2.5</td>
</tr>
<tr>
<td>MAST 109L</td>
<td>Phlebotomy Externship</td>
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</tr>
<tr>
<td>NAST 148</td>
<td>Nursing Assistant</td>
<td>3</td>
</tr>
<tr>
<td>NAST 148L</td>
<td>Nursing Assistant Lab</td>
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<td><strong>Total Credits:</strong></td>
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Click Here for Program Student Learning Outcomes

Medical Assisting — Certificate of Specialization

Required Courses (14 credits)

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<td>MAST 111</td>
<td>Medical Assisting Fast Track</td>
<td>11</td>
</tr>
<tr>
<td>MAST 111L</td>
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</tbody>
</table>

Click Here for Program Student Learning Outcomes

Phlebotomy — Certificate of Specialization

Required Course (3.5 credits)

<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
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</thead>
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<td>1</td>
</tr>
<tr>
<td><strong>Total Credits:</strong></td>
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<td>3.5</td>
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Click Here for Program Student Learning Outcomes