

MEDICAL ASSISTING/ PHLEBOTOMY

ASSOCIATE DEGREE & CERTIFICATE PROGRAMS

2021-2022 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 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. A hands-on externship experience is part of the training.

Phlebotomy training prepares students by teaching skills required for blood specimen collection and processing in preparation to fulfill State phlebotomy certificate requirements for a Certified Phlebotomy Technician (CPT-1). 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. A Certificate of Specialization in Phlebotomy (C.S.) will be awarded after passing both the classroom portion (MAST 109A) and the externship portion (MAST 109B)

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

CONTACT

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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 (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
MAST 109A	Phlebotomy	2
AND		
MAST 109B	Phlebotomy Externship	1

Total Credits: 34.5 - 35.5

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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 (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
MAST 109A Phlebotomy	2
AND	
MAST 109B Phlebotomy Externship	1
NAST 148 Nursing Assistant	3
AND	
NAST 148L Nursing Assistant Lab	2
Total Credits:	25.5 - 26.5

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Medical Assisting — Certificate of Specialization

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
Total Credits:	12.5

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Phlebotomy — Certificate of Specialization

Required Course (3 credits)

MAST 109A Phlebotomy	2
MAST 109B Phlebotomy Externship	1
Total Credits:	3

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