

**Medical Assisting  
Certificate of Achievement (34-36 Credits)  
Admission to the Fall program**

The CSN Medical Assisting program is a Selective Entry Program; therefore, all application qualification requirements must be completed by the application deadline in order to be eligible for consideration.

The Medical Assisting Program will be responsible for managing the selection process. An admission committee will be responsible for the selection of students. Qualified applicants will be placed in a selection pool. Each applicant in the selection pool will receive a unique identifier. The unique identifiers will be randomized and placed in sequential order until all qualified applicants have been placed in rank order. Selection of accepted applicants will proceed starting with the first applicant and continuing in sequential order until the cohort is filled. The committee will determine the number of randomized applicants accepted each semester. For questions or additional information, email [MAP@csn.edu](mailto:MAP@csn.edu)

Qualified applicants must:

- Have a high school diploma, high school transcript, GED equivalent OR unofficial college university transcripts showing an AWARDED degree, AND
- Have completed English 100 or higher with a minimum grade of C

**PROGRAM PREREQUISITE COURSES:** These are courses that must be completed before a student is considered eligible for entry into the Program.

Course	Title	Cr	Tech Prep	Min. Grade
ENG 100, 101, 110, 113	Composition I	3-5	No	C
<b>Total</b>		<b>3-5 Cr</b>		

\*HIT 117 & MA 104B, can be completed prior to admission

\*HIT 118B can be substituted in lieu of HIT 117

\*\*\***NOTE:** HIT 118B will require an approved substitution request to apply and graduate from this program.

**ATTENTION:** Collection of at least 15 live person venipuncture (blood draw) collections performed in a simulated clinical setting must be performed after successful completion of the phlebotomy lecture and laboratory portion of the CLS 155 course. The CLS 155 course is specific for obtaining the NHA Certified Phlebotomy Technician (CPT) credential. Students will practice skills (i.e. vitals, EKG, injections) on each other in many of the program courses.

**IMPORTANT POINTS TO REMEMBER:**

- Selection occurs: One time per year
- Program Begins: Fall
- Application Deadline: July 1
- Application Accepted: June 1 - July 1
- Maximum number of students admitted: West Charleston **12**; Henderson **12**; Mesquite **6**
- All application documents must be submitted to the Medical Assistant Program at [MAP@csn.edu](mailto:MAP@csn.edu) no later than the application deadline.

**Program Course:** This is a health discipline and is restricted to students who have been accepted into the program. Program courses are subject to revision; this will not impact program admission.

<b>Semester 1- 1st 8 weeks (FALL)</b>			<b>Semester 2- 1st 8 weeks (SPRING)</b>		
HIT 117	Medical Terminology	1 cr	MA 110B	Medical Assistant Techniques II	5 cr
MA 104B	Intro to Medical Assisting	2 cr	MA 120B	Medical Office Management	4 cr
<b>2nd 8 weeks</b>			<b>2nd 8 weeks</b>		
MA 106B	The Body in Health and Disease	4 cr	MA 130B	Clinical Externship	3 cr
MA 107B	Medical Assistant Techniques I	5 cr	MA 195B	Application of Medical Assisting Concepts	1 cr
<b>16 weeks (this course will run throughout the entire semester)</b>					
CLS155	Phlebotomy for NHA Certification	6 cr			
<b>Total semester 1</b>			<b>Total semester 2</b>		
<b>18 cr</b>			<b>13 cr</b>		