

Medical Assistant (EP) Diploma

Semester Sequence

Offered at Eden Prairie Only

First Semester

BIOL1400	Human Biology	4
	or	
HLTH1010	Anatomy and Physiology	4
MAST1015	Medical Assistant Administrative I	3
MAST1020	Lab I	4
MAST1030	Clinical Procedures I	4

Total Credits 15

Second Semester

HLUC1020	Medical Terminology	2
MAST2015	Medical Assistant Administrative II	3
MAST2022	Lab II	5
MAST2035	Clinical Procedures II	5

Total Credits 15

Third Semester

MAST2041	Practicum	6
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Total Credits 6

General Information

- The Hennepin Technical College Medical Assistant Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 25400 US Highway 19 North, Suite 158, Clearwater, FL 33763, P: 727-210-2350, F: 727-210-2354, E: mail@caahep.org, upon the recommendation of the Medical Assistant Education Review Board (MAERB).
- HTC's Medical Assistant Program expectations are to prepare competent entry level Medical Assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.
- All Medical Assistant students must earn a grade of C in all MAST courses to continue. If a student earns less than a C in a MAST course or drops a course (earning a W), the course may be repeated one time only.
- Current CPR for Health Care Provider, Professional Rescuer or EMSV1020 CPR/First Aide required before enrolling in MAST2041 Practicum.
- Students are required to complete a 240-hour **unpaid** practicum.
- The approximate books and supplies cost for MAST is \$1,000.
- Students must complete the Medical Assistant program in 4 years. The 4-year timeline begins with the first semester MAST courses. This can stay the same not unless it's a FA reason? Then I believe it goes to 2 years
- Grading scale used in MAST courses:
 - 93-100% = A
 - 86-92% = B
 - 80-85% = C
 - 75-79% = D
 - < 74% = F

Criminal Background Studies

Minnesota law requires that any person who provides services that involve direct contact with children, patients, and residents at a health or child care facility licensed by the State of Minnesota must have a background study conducted by the state. Individuals with specified felony convictions are prohibited from having direct contact with children, patients, and residents of licensed facilities. Anyone refusing to cooperate in the criminal background study cannot participate in coursework that requires direct contact with children, patients or residents. Students who are disqualified from having direct patient/resident/child contact will not be able to participate in coursework which includes a practical experience. Therefore, completion of coursework for the program major will not be possible without documentation of a cleared background study.

Graduation (36 Credits)

Semester listings reflect the recommended sequence. Due to circumstances beyond our control, the information herein is subject to change without notice.

1/25/2024 : BP / EP 7811