

November 2008

Dear Pre-Medical Assistant Student:

Please complete the enclosed application to apply for clinical component of the Medical Assistant Program for the fall of 2009.

The Medical Assistant field is rapidly growing with excellent career opportunities. Graduates of this program work in doctor's offices and ambulatory care settings and should expect to earn approximately \$25,000 to \$30,000 per year upon completion of the program.

- ◆ The program is in its tenth year of existence and filling to capacity.
- ◆ Dedicated fully equipped laboratory provides students with hands-on practice of skills.
- ◆ Students have several semesters of clinical experience, providing them with the opportunity to observe and practice their skills.
- ◆ Medical Assisting is the third fastest growing career according to Time Magazine.
- ◆ Program is accredited by the American Association of Medical Assistants; graduates are eligible to take the Certification exam after completion of their studies.
- ◆ All credits from the Medical Assistant program can be applied to our Associate Degree program in Medical Office Management.
- ◆ Credits from the Medical Office Management degree transfer to the University of Connecticut in Stamford.

Submit the Application to the Division of Nursing and Allied Health Office in Room East 306 or mail to:

Lauren Perlstein
Norwalk Community College
Division of Nursing and Allied Health Office
188 Richards Avenue
Norwalk, CT 06854

Please read all instructions and information on the application form carefully.
Incomplete applications cannot be considered!

Thank you for your interest in the Medical Assistant program.

Sincerely,

Lauren Perlstein R.N., M.S.N.
Medical Office Programs Coordinator

MEDICAL ASSISTANT CURRICULUM FALL 2009

Pre-requisite: BOT 111 Keyboarding I Based on all college credits taken within the past five years; and any college courses taken prior to five years that are transferred in to meet the Medical Assistant curriculum requirements.

Fall Semester		Credits
BOT 264	Word for Business	3
MED 125	Medical Terminology	3
MED 245	Clinical Lab Procedures I	4
MED 112	Medical Insurance and Billing	<u>3</u>
		13
Spring Semester		
ENG 101	Composition	3
PSY 111	General Psychology	3
MED 246	Clinical Lab Procedures II	5
MED 217	Medical Coding	<u>3</u>
		14
Summer Session		
MED 296	Coop. Work Experience	3
Total Credits for Certificate in Medical Assistant		30

