

# MEDICAL ASSISTING

STC's Medical Assisting Program has, for years, provided area clinics, hospitals, and other medical organizations with graduates who have a wide medical knowledge base and the skills to become invaluable team members. Medical assistants are multi-skilled allied health professionals dedicated to assisting with patient care management in an ambulatory care setting, such as physician's offices, clinics of all sizes, and other outpatient facilities. Whether performing administrative or clinical tasks, medical assistants are an important part of any health care setting, and Southeastern Tech's program can open the door to these opportunities.

To find out more about Medical Assisting, contact Southeastern Technical College at 912-538-3100 or 478-289-2200 and ask to speak to a Career Counselor.



## Employment opportunities:

- Physician offices
- Chiropractors
- Optometrists
- Physician Specialists

**Recent STC graduates have made between \$7.25 and \$17 per hour.**

## SWAINSBORO CAMPUS

346 Kite Road  
Swainsboro, GA 30401  
(478) 289-2200

## VIDALIA CAMPUS

3001 E. First Street  
Vidalia, GA 30474  
(912) 538-3100



*A Unit of the Technical College System of Georgia*

[www.southeasterntech.edu](http://www.southeasterntech.edu)

## ABOUT STC:

Southeastern Technical College, a unit of the Technical College System of Georgia, provides an innovative, educational environment for student learning through traditional and distance education delivery methods focused on building a well-educated, globally competitive workforce for southeastern Georgia. Southeastern Technical College is located in southeast Georgia. Serving Candler, Emanuel, Jenkins, Johnson, Montgomery, Tattnall, Toombs, and Treutlen Counties, the college is the primary public advanced educational institution for this eight county population. Our diverse staff is here to train students in more than 80 programs. We have campuses in Vidalia and Swainsboro.

Day, Evening and Online Classes Available

Low Cost Tuition

Financial Aid Options Available

Small Classroom Size with  
Hands on Experience



## MEDICAL ASSISTING PROGRAM CURRICULUM DIPLOMA GENERAL CORE COURSES

COLL 1040	College Foundations
ENGL 1010	Fundamentals of English
PSYC 1010	Basic Psychology
MATH 1012	Foundations of Mathematics

## OCCUPATIONAL COURSES

ALHS 1011	Structure and Function of Human Body
ALHS 1090	Medical Terminology for Allied Health Sciences
ALMA 1000	Allied Health Math Applications
COMP 1000	Introduction to Computers
MAST 1010	Legal and Ethical Concerns in the Medical Office
MAST 1030	Pharmacology in the Medical Office
MAST 1060	Medical Office Procedures
MAST 1080	Medical Assisting Skills I
MAST 1090	Medical Assisting Skills II
MAST 1100	Medical Insurance Management
MAST 1110	Administrative Practice Management
MAST 1120	Human Pathological Conditions in the Medical Office
MAST 1170	Medical Assisting Externship
MAST 1180	Medical Assisting Seminar

Medical Assisting Diploma

Medical Administrative  
Technician