



## **Medical Administrative Assistant Program**

### **Frequently Asked Questions**

#### **Q: How do I get the required externship hours?**

All students accepted into the Medical Administrative Assistant program must complete a minimum of 140 clinical hours. The externship must be completed prior to graduation, and is an unpaid, supervised educational experience enabling students to apply and practice both knowledge and skills learned in their training.

Following the completion of all required courses with the exception of MAST 2150 and MAST 2160, the Medical Administrative Assisting program staff will arrange for each student to be placed in an externship location. If for any reason, the student is not able to complete the required clinical hours at that location, the student is responsible for finding their own clinical site within 5 business days. Failure to locate another clinical location within the 5 business day period will result in dismissal from the program.

#### **Q: Can I still work and successfully complete the program?**

Yes, it is possible for a student to work part-time while in the program, however; it is not advised due to the intense nature of the program. Each semester, the student must take all of the required classes while maintaining a grade of 70 or higher. This must be achieved in order to pass each class. Any off-campus clinical site work may not be changed to accommodate a work schedule.

#### **Q: What are the typical hours while in the program?**

The MAA program classes are full-time and vary on days and times each semester. During the first 2 semesters of the technical program, expect to be in class Monday through Thursday. Typical hours during the first 2 semesters vary. Classes may start as early as 8:00am and end by 5:00pm. Some classes are offered hybrid and online and times will vary each semester. During the last semester, the student must attend an off-campus clinical site. The facility may require Monday through Friday attendance.

#### **Q: Can I be guaranteed that my externship will be in my hometown?**

Unfortunately, the answer is no. Each student will be placed at a clinical site. Your schedule may be Monday through Friday or Wednesday through Sunday, depending on the site. Sites are chosen for students based on a variety of reasons. Some reasons include but are not limited to location. The clinical coordinator will do their best to limit travel time no greater than 1.5 hours and is often significantly less.

**Q: Are the costs incurred during externship covered in our tuition?**

The answer is no. Each student is obligated to cover the expenses out of pocket. However, the clinical coordinator will work with each student on an individual basis to try to place the student in an area that will require the least expense.

**Q: How long is the program?**

Pre-requisites can be taken on any schedule/timeframe that is appropriate for the student. Once accepted into the MAA program, a student can complete the program in 3 semesters.

**Q: I already have a degree; do I have to complete all of the prerequisites?**

Yes, all of the prerequisites must be completed. Chances are, you have already completed many of the pre-requisites, and those classes may be transferred into CTC to count toward the degree. Suitability for transfer will only be decided by the Registrar of CTC. In order to determine if your previous college coursework is eligible for transfer, you must complete an application to become a student at CTC and have all of your previous coursework in the form of a transcript sent from the other institution to the CTC Registrar.

**Q: Since I have a degree, can I exempt the HOBET requirement?**

No one is exempt from any admissions requirements, including the HOBET.

**Q: After completing the program does the college provide job placement?**

The college does not provide specific job placement. However, the college does have a career services department which frequently receives job announcements and has other services to assist you in your job search.

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