

# MEDICAL ASSISTANT

ASSOCIATE IN APPLIED SCIENCE (AAS) DEGREE

**DESCRIPTION:** This program provides a blend of administrative and clinical courses to prepare the student for entry level medical assisting. This allied health care profession offers work primarily in ambulatory settings such as medical offices and clinics. Supervised practicums at physicians' offices are required. Prior to placement, the student must submit evidence of good health which includes a physical exam, up-to-date immunizations, tuberculin screening results, and CPR certification. A background check may also be required. A medical assistant's responsibilities may include, but are not limited to, scheduling patients, maintaining medical records, obtaining medical codes, submitting insurance forms, taking vital signs, sterilizing instruments, performing office laboratory procedures and tests, obtaining EKG readouts, and assisting patients with understanding treatment instructions. To begin enrollment in this program, submit an application to the program director.

## GENERAL EDUCATION REQUIREMENTS CREDITS: 12

ENG 111 <i>or</i>	ENGLISH COMPOSITION I (3/3) <i>or</i>
ENG 121	ADVANCED ENGLISH COMPOSITION I (3/3)
ENG 112 <i>or</i>	ENGLISH COMPOSITION II (3/3) <i>or</i>
ENG 122	ADVANCED ENGLISH COMPOSITION II (3/3)
PLS 221 <i>or</i>	AMERICAN GOVERNMENT REQUIREMENT (3/3)
PLS 222	
PSY 101	GENERAL PSYCHOLOGY (3/3)

## CORE PROGRAM REQUIREMENT CREDITS: 44

BIO 110	ESSENTIALS OF ANATOMY & PHYSIOLOGY (4/5) <sup>A</sup>
BIS 159	MEDICAL OFFICE ADM SEMINAR (3/4) <sup>A</sup>
BIS 160	MEDICAL TERMINOLOGY (4/4) <sup>A</sup>
BIS 167	MEDICAL ETHICS & LAW FOR HEALTH PROF (3/3) <sup>A</sup>
BIS 169	PRACTICE MANAGEMENT SOFTWARE (3/4) <sup>A</sup>
CIS 120	INTRODUCTION TO MICROCOMPUTERS (3/4) <sup>A</sup>
MED 221	MEDICAL ASSISTANT CREDENTIALING PREP (3/3) <sup>A</sup>
MED 222	MEDICATION ADMIN FOR MEDICAL ASST (5/6) <sup>A</sup>
MED 223	MEDICAL ASSISTANT CLINICAL LAB (4/6) <sup>A</sup>
MED 224	MEDICAL ASST CLINICAL PRACTICUM (4/4) <sup>AC</sup>
MED 225	MEDICAL CONDITIONS & PROCEDURES (4/4) <sup>A</sup>
MED 226	MEDICAL ASST CREDENTIALING PREP (4/4) <sup>A</sup>

*A grade of 2.0 or higher must be maintained in occupational specialty courses*

## SUGGESTED ELECTIVES CREDITS: 6

ELECTIVE<sup>B</sup>

## MINIMUM 62 CREDIT HOURS/69 CONTACT HOURS

### NOTES:

<sup>A</sup> Included in occupational specialty.

*A grade of 2.0 or higher must be maintained in occupational specialty courses*

<sup>B</sup> A list of approved electives is available from your advisor

<sup>C</sup> Students will need a current CPR certification, physical exam, proof of immunizations, and a negative TB test to take this course. Program specific forms must be completed & turned in to the program director.

Any person convicted of a felony will not be able to obtain a credential as a medical assistant.

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SUGGESTED SEQUENCE OF COURSES

## YEAR 1 (FALL SEMESTER)

CREDITS: 18

BIO 110	ESSENTIALS OF ANATOMY & PHYSIOLOGY (4/5)
BIS 159	MEDICAL OFFICE ADM SEMINAR (3/4)
BIS 160	MEDICAL TERMINOLOGY (4/4)
BIS 169	PRACTICE MANAGEMENT SOFTWARE (3/4)
MED 225	MEDICAL CONDITIONS & PROCEDURES (4/4)

## YEAR 1 (SPRING SEMESTER)

CREDITS: 20

MED 221	MEDICAL ASSISTANT CREDENTIALING PREP (3/3)
MED 222	MEDICATION ADMIN FOR MEDICAL ASST (5/6)
MED 223	MEDICAL ASSISTANT CLINICAL LAB (4/6)
MED 224	MEDICAL ASST CLINICAL PRACTICUM (4/4)
MED 226	MEDICAL ASST CREDENTIALING PREP (4/4)

## YEAR 2 (FALL SEMESTER)

CREDITS: 12

CIS 120	INTRODUCTION TO MICROCOMPUTERS (3/4)
ENG 111 <i>or</i>	ENGLISH COMPOSITION I (3/3) <i>or</i>
ENG 121	ADVANCED ENGLISH COMPOSITION I (3/3)
PLS 221 <i>or</i>	AMERICAN GOVERNMENT REQUIREMENT (3/3)
PLS 222	
	ELECTIVE (3/3)

## YEAR 2 (SPRING SEMESTER)

CREDITS: 12

BIS 167	MEDICAL ETHICS & LAW FOR HEALTH PROF (3/3)
ENG 112 <i>or</i>	ENGLISH COMPOSITION II (3/3) <i>or</i>
ENG 122	ADVANCED ENGLISH COMPOSITION II (3/3)
PSY 101	GENERAL PSYCHOLOGY (3/3)
	ELECTIVES (3/3)