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: 18
BIS 167  MEDICAL ETHICS & LAW FOR HEALTH PROF (3/3)
CIS 120  INTRODUCTION TO MICROCOMPUTERS (3/4)
ENG 111 or ENG 121  ENGLISH COMPOSITION I (3/3) or ADVANCED ENGLISH COMPOSITION I (3/3)
ENG 112 or ENG 122  ENGLISH COMPOSITION II (3/3) or ADVANCED ENGLISH COMPOSITION II (3/3)
PSY 101  GENERAL PSYCHOLOGY (3/3)
PLS 221 or PLS 222  AMERICAN GOVERNMENT REQUIREMENT (3/3)

CORE PROGRAM REQUIREMENT CREDITS: 33
BIO 110  ESSENTIALS OF ANATOMY & PHYSIOLOGY (4/5) A
BIS 159  MEDICAL OFFICE ADMINISTRATIVE SEMINAR (3/4) A
BIS 160  MEDICAL TERMINOLOGY (4/4) A
BIS 169  PRACTICE MANAGEMENT SOFTWARE (2/2) A
MED 221  MEDICAL ASSISTANT CLINICAL SEMINAR (2/2) A
MED 222  MEDICATION ADMINISTRATION (5/6) A
MED 223  MEDICAL ASSISTANT CLINICAL LAB (4/6) A
MED 224  MEDICAL ASST CLINICAL PRACTICUM (4/4) A C
MED 225  HUMAN DISEASES AND TREATMENTS (3/3) A
MED 226  MEDICAL ASST CERTIFICATION TEST PREP (2/2) A

SUGGESTED ELECTIVES CREDITS: 9
Consult with your Academic Advisor

MINIMUM 60 CREDIT HOURS/66 CONTACT HOURS

NOTES:
A Included in occupational specialty.
GPA of 2.0 or higher must be maintained in occupational specialty courses. Any person convicted of a felony will not be able to obtain a credential as a medical assistant.

B A list of approved electives is available from your advisor.

C Students will need a current CPR certification in order to take this course. A physical exam is also required just prior to this course along with proof of immunizations and a negative TB test. Program specific forms must be completed and turned in to the program director.

Last edited: 07/2021