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.

GENERAL EDUCATION REQUIREMENTS  CREDITS: 12
ENG 111 or  ENGLISH COMPOSITION I (3/3) or
ENG 121  ADVANCED ENGLISH COMPOSITION I (3/3)
ENG 112 or  ENGLISH COMPOSITION II (3/3) or
ENG 122  ADVANCED ENGLISH COMPOSITION II (3/3)
PSY 101  GENERAL PSYCHOLOGY (3/3)
PLS 221 or  AMERICAN GOVERNMENT REQUIREMENT (3/3)
PLS 222  

CORE PROGRAM REQUIREMENT  CREDITS: 48
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 167  MEDICAL ETHICS & LAW FOR HEALTH PROF (3/3) A
BIS 169  PRACTICE MANAGEMENT SOFTWARE (3/4) A
BIS 220  MEDICAL OFFICE ADMIN PRACTICUM (3/3) A
CIS 120  INTRODUCTION TO MICROCOMPUTERS (3/4) A
MED 221  MEDICAL ASSISTANT CLINICAL SEMINAR (3/3) 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
MED 225  HUMAN DISEASES AND TREATMENTS (4/4) A
MED 226  MEDICAL ASST CERTIFICATION TEST PREP (4/4) A
PEH 264  COMMUNITY FIRST AID CPR/AED (BLS) (1/1) A

MINIMUM 60 CREDIT HOURS/67 CONTACT HOURS

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

Any person convicted of a felony will not be allowed to write the certification exam for medical assistants.

100% completion is required for graduation regardless of course grades.