

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 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: 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 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 allowed to write the certification exam for medical assistants.

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

MEDICAL ASSISTANT

ASSOCIATE IN APPLIED SCIENCE (AAS) DEGREE
SUGGESTED SEQUENCE OF COURSES

YEAR 1 (FALL SEMESTER)		CREDITS: 16
BIS 159	MEDICAL OFFICE ADMINISTRATIVE SEMINAR (3/4)	
BIS 160	MEDICAL TERMINOLOGY (4/4)	
CIS 120	INTRODUCTION TO MICROCOMPUTERS (3/4)	
ENG 111 or ENG 121	ENGLISH COMPOSITION I (3/3) or ADVANCED ENGLISH COMPOSITION I (3/3)	
PSY 101	GENERAL PSYCHOLOGY (3/3)	
YEAR 1 (SPRING SEMESTER)		CREDITS: 14
BIO 110	ESSENTIALS OF ANATOMY & PHYSIOLOGY (4/5)	
BIS 167	MEDICAL ETHICS & LAW FOR HEALTH PROF (3/3)	
BIS 169	PRACTICE MANAGEMENT SOFTWARE (3/4)	
ENG 112 or ENG 122	ENGLISH COMPOSITION II (3/3) or ADVANCED ENGLISH COMPOSITION II (3/3)	
PEH 264	COMMUNITY FIRST AID CPR/AED (BLS) (1/1)	
YEAR 1 (SUMMER SEMESTER)		CREDITS: 6
BIS 220	MEDICAL ASST ADMIN PRACTICUM (3/3)	
PLS 221 or PLS 222	AMERICAN GOVERNMENT REQUIREMENT (3/3)	
YEAR 2 (FALL SEMESTER)		CREDITS: 12
MED 221	MEDICAL ASSISTANT CLINICAL SEMINAR (3/3)	
MED 222	MEDICATION ADMINISTRATION (5/6)	
MED 223	MEDICAL ASSISTANT CLINICAL LAB (4/6)	
YEAR 2 (SPRING SEMESTER)		CREDITS: 12
MED 224	MEDICAL ASST CLINICAL PRACTICUM (4/4)	
MED 225	HUMAN DISEASES AND TREATMENTS (4/4)	
MED 226	MEDICAL ASST CERTIFICATION TEST PREP (4/4)	