

**MEDICAL ASSISTANT**

This program of study emphasizes the skills needed for employment in the healthcare field assisting physicians, health practitioners, working in laboratories, hospitals, clinics, surgery centers and other organizations, such as blood banks.

- **Technical Certificate Option** - The Technical Certificate in Medical Assistant is a two semester program that contains technical and advanced technical courses.
- **Associate of Applied Science Degree Option** - The Associate of Applied Science degree, with a major in Medical Assistant, is a four semester program that contains technical, advanced technical and general education courses.

**Admission Criteria:**

- Placement test and preadmission advising.
- Be at least 17 years of age (must be 18 years of age at program completion).
- Have earned a high school or General Educational Development (GED) diploma.
- CNA licensure is preferred, but not mandatory prior to enrollment in Medical Assistant.
- Complete first Hepatitis B immunization (preferred, prior to August 1<sup>st</sup>).

**Technical Education Courses**

Fall Semester			Spring Semester		
Course Title		Credits	Course Title		Credits
MED 101	Medical Professional Issues	2	MED 105	Emergency Preparedness	1
HEA 103	Medical Terminology	3	MED 120	Diagnostic Procedures	2
MED 110	Human Body in Health and Disease	3	MED 121	Patient Care II	3
MED 111	Patient Care I	3	MED 123	Medical Administrative Aspects II	4
MED 113	Medical Administrative Aspects	4	MED 125	Clinical Laboratory Procedures	4
MED 117	Pharmacology	3	MED 131	Clinicals for the Medical Assistant	4
<b>Total Credits</b>		<b>18</b>	<b>Semester Total</b>		<b>18</b>
<b>Total Technical Certificate Credits</b>					<b>36</b>

<b>General Education Courses</b> .....	<b>Credits</b>
COM 102 Interpersonal Communication or COM 105 Public Speaking.....	3
CSA 105 Introduction to Computer Applications and Concepts .....	3
ENG 100 Technical Writing or ENG 101 English Composition I .....	3
HUM 101 Ethics in the Workplace or PSY 101 General Psychology .....	3
MAT 101 Technical Math .....	3
<b>TOTAL GENERAL EDUCATION CREDITS</b> .....	<b>15</b>
<b>TOTAL RELATED ELECTIVE CREDITS</b> .....	<b>9</b>
<b>TOTAL AAS PROGRAM CREDITS</b> .....	<b>60</b>

**PROGRAM OUTCOMES**

- Communicate effectively nonverbally, orally, and in writing.
- Provide patient care in accordance with regulations, policies, laws, and patient rights.
- Demonstrate quality control and safety measures.
- Perform medical and business practices.
- Demonstrate competency in performing medical assistant clinical procedures.
- Demonstrate competency in performing medical assistant administrative procedures.
- Apply legal and ethical standards in decision making.
- Demonstrate understanding of basic anatomy and physiology knowledge.
- Demonstrate competency in using medical terminology.
- Identify and comply with principles of aseptic techniques and infection control.
- Apply basic pharmacological principles.
- Demonstrate effective task management, organization skills, and employability skills

**GENERAL EDUCATION PROGRAM OUTCOMES**

- Compose coherent written communication.
- Deliver coherent oral communication.
- Show proficiency in locating, analyzing, documenting, and ethically using information sources.
- Perform and interpret calculations.
- Develop logical problem solving skills and/or critical thinking skills.
- Identify appropriate strategies for gathering, analyzing, and displaying data to draw conclusions from scientific data.
- Collaborate effectively, which cultivates a respect for human diversity.
- Demonstrate technology literacy appropriate to area of study.

**OTHER REQUIREMENTS (AAS and Technical Certificate):****Program Requirements**

- Students must pass all fall semester courses to be eligible for spring semester courses.
- Successfully complete the Registered Medical Assistant exam.

**Clinical Participation Requirements**

- Students must earn a minimum of an 80% in ALL of the first semester courses.
- Students must maintain a minimum of an 80% in ALL of the second semester courses.
- Students must have a minimum of 90% attendance in the program.
- Students must pass CPR and First Aid Certification prior to clinical participation.
- Students must complete required immunizations and tuberculosis skin test/screen and have documentation of flu vaccine (by end of first semester). Students will not be allowed to participate in clinicals without documentation of immunizations.
- Students must pass skills competency tests with at least an 85%.

**Notes**

- It is strongly recommended that Medical Assistant students work a limited number of hours due to the heavy curriculum load required by this program.
- Students are responsible for their own transportation to clinicals.
- Background and drug testing may be conducted.

