

Medical Assistant Program
Associate of Applied Science Degree
AY 2009-10

Medical assistants are trained in front office administrative skills and back office clinical skills to assist healthcare practitioners with administering to the needs of patients. Medical Assistants assist with medical examinations and treatments and work as part of the team in a medical office environment. Medical Assistants work under supervision to take medical histories, obtain vital signs, give medications and injections, draw blood, perform diagnostic tests and office laboratory procedures, sterilize instruments and maintain equipment. Additionally they must understand the principles of medical ethics and medical legal issues facing healthcare providers.

Clinical internship with this program has specific requirements. Students must show proof of freedom from tuberculosis annually; begin the Hepatitis B vaccine series with 2 doses completed prior to clinical; complete CPR (adult and child) and First Aid training. Students will be required to purchase scrub uniforms, stethoscopes, and blood pressure cuffs, as well as miscellaneous lab supplies. Lab fees will be assessed for malpractice insurance and other costs.

Curriculum

Fall Entry

1st Semester

2nd Semester

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|-------|------|-------------------------|----|-------|------|-------------------------|----|
| BUS | 0102 | Accounting Procedures I | 3 | BUS | 0116 | Basic Medical Records | 3 |
| BUS | 0120 | Keyboarding | 3 | *HLTH | 0103 | Medical Terminology | 3 |
| COMM | 1046 | English Composition | 3 | IT | 1416 | Microcomputer Software | 3 |
| HLTH | 0102 | Soft Skills | 1 | BIOL | 2026 | Anatomy & Physiology II | 4 |
| MATH | 0102 | Intermediate Algebra | 3 | PSYC | 1000 | General Psychology | 3 |
| BIOL | 2016 | Anatomy & Physiology I | 4 | | | | |
| TOTAL | | | 17 | TOTAL | | | 16 |

3rd Semester

4th Semester

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|-------|------|----------------------------|----|-------|------|--------------------------------|----|
| BUS | 0114 | Beg. Medical Transcription | 2 | BUS | 0247 | Med. Coding & Billing II | 3 |
| BUS | 0207 | Med. Coding & Billing I | 3 | BUS | 0261 | Health Services Acctg Software | 3 |
| BUS | 0230 | Medical Office Procedures | 2 | HLTH | 0207 | Fund. Of Med. Assist II | 4 |
| COMM | 1216 | Principles of Speaking | 3 | HLTH | 0208 | Med. Assist Practicum II | 3 |
| *HLTH | 0104 | Medical Ethics | 2 | *HLTH | 0209 | Pharmacology | 3 |
| HLTH | 0205 | Fund. Of Medical Assist I | 4 | MT | 0220 | Employment Strategies | 2 |
| HLTH | 0206 | Med. Assist Practicum I | 2 | | | | |
| TOTAL | | | 18 | TOTAL | | | 18 |

Total credits = 69

* Courses are only offered online



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