

Name: [Click here to enter text.](#) Date: [Click here to enter a date.](#) Year of Relevant Catalog: [Click here to enter text.](#)

Technical Education Courses

First Semester				Second Semester			
Course Title		Status	Credits	Course Title		Status	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 122	Patient Care II (Pre-req: MED 111 & 117)		6
MED 112	Patient Care I		4	MED 125	Clinical Laboratory Procedures (Pre-req: Minimum grade of 80% and 90% attendance)		4
MED 113	Medical Administrative Aspects		4	MED 131	Clinical for the Medical Assistant (Pre-req: Verification of complete immunization, flu vaccine, and TB testing, 90% attendance and 80% average in program coursework).		4
MED 117	Pharmacology		3	MED 131	Clinical for the Medical Assistant (Pre-req: Verification of complete immunization, flu vaccine, and TB testing, 90% attendance and 80% average in program coursework).		4
Total Credits			19	Total Credits			17
Total Technical Certificate Credits							36

All courses listed with a prerequisite required must be passed with a C or better before moving on to the next course

Associate of Applied Science Degree

Requirements		Status	Credits
Technical Certificate			
Certificate, Medical Assistant			36
Related Electives			
Recommended Options: Business Administrative Technology Courses			9
General Education Courses			
Written Communications (3 credit hours)			
ENG 100	Technical Writing		3
ENG 101	English Composition I		3
ENG 102	English Composition II		3
Verbal Communications (3 credit hours)			
COM 102	Interpersonal Communication		3
COM 105	Public Speaking		3
Mathematics (3 credit hours)			
MAT 101	Technical Math		3
MAT 105	Intermediate Algebra		3
MAT 150	College Algebra		3
Computer Science/Science (3 credit hours)			
CSA 105	Introduction to Computer Applications and Concepts		3
CSA 110	Introduction to Computer Programming		3
Social Sciences, and/or Humanities and Fine Arts (3 credit hours)			
HUM 101	Ethics in the Workplace		3
PSY 101	General Psychology		3
Technical Certificate			36
Related Electives			9
General Education			15
Total AAS Credits			60

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.
- Must sit for Registered Medical Assistant Credentialing Exam through American Medical Technologies.

Student Signature

Advisor

The physical demands described here are representative of those that must be met by a student to successfully perform the essential functions of working in this field. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this program, students are regularly required to sit, walk and stand; talk or hear, both in person and by telephone; use hands repetitively to handle, feel or operate standard office equipment; reach with hands and arms. The student is occasionally required to stand; walk and stoop, kneel, crouch, or crawl. The student must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this field include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

MEDICAL ASSISTANT

MED 101 Medical Professional Issues

2 credits (2:0)

This course focuses on the basic concept of professional practice of medicine and the role and function of the medical assistant. Students discuss the personal and professional characteristics and legal and ethical standards for medical assistants, explore professional and personal therapeutic communication, and address time management and goal setting.

MED 105 Emergency Preparedness

1 credit (.5:1)

Provides healthcare professionals with an orientation for their possible future roles in disaster response and the importance of staying within their scope of practice of their profession. Students will be prepared to meet the expectations of their employers, to volunteer effectively and to be competent and safe responders.

MED 110 Human Body in Health and Disease

3 credits (2:2)

This course focuses on the basic structure and function of the human body, from cells through systems to the human organism, with emphasis on the interaction of systems and physiological functions.

MED 112 Patient Care I

4 credits (1:6)

This course introduces basic clinical skills necessary for medical assistants. Presents aseptic practices for the medical office and studies patient interaction such as interviewing, obtaining, evaluating and documenting vital signs and assisting with basic physical exams and testing.

MED 113 Medical Administrative Aspects

4 credits (4:0)

This course covers the administrative skills of the health care team member. These skills include effective telephone techniques, scheduling patients for appointments, management of facilities, records management, and use of office equipment.

MED 117 Pharmacology

3 credits (1.5:3)

Focus is on the medical assistant's role in the calculation, preparation and administration of various medications. Studies include: administration of injectable, topical, oral and buccal medications. Return demonstrations are also required.

MED 120 Diagnostic Procedures

2 credits (1:2)

Course content focuses on the specialized procedures associated with the human body systems covered in MED 110 Human Body in Health and Disease.

MED 122 Patient Care II

6 credits (2:8)

(Prerequisites: MED 111, MED 117)

This course focuses on expanding the knowledge gained in MED 112 Patient Care I and MED 117 Pharmacology. It presents more complex and independent procedures performed by the medical assistant, such as surgical procedures, physical therapy, sterile procedures, emergency procedures and medication administration by injection.

MED 125 Clinical Laboratory Procedures

4 credits (2:4)

(Prerequisites: minimum grade of 80% and 90% attendance.)

This course addresses the role and function of the professional in the clinical laboratory setting. Topics include safety, Clinical Laboratory Improvement Act of 1988 (CLIA) government regulations, and quality assurance in the laboratory. Students learn concepts and perform procedures in the different departments of the laboratory, including specimen collection, and performance of CLIA 88 low, and/or moderate, complexity testing. Students will demonstrate competency in phlebotomy, and a wide variety of techniques used to collect, process and test specimens.

MED 131 Clinicals for the Medical Assistant

4 credits (0:0:4)

(Prerequisite: Verification of complete immunization, flu vaccine, and TB testing, 90% attendance and an 80% average in program coursework.)

This is the application phase of the Medical Assistant program which is designed to give students an opportunity to apply and practice the principles and procedures learned while participating in supervised, non-remunerative clinical experiences in physicians' offices and clinics. Students are expected to adapt to the rules and routines of the individual medical office. Evaluation is based on the student's preparation for duties, active participation, attendance and professionalism.