

MEDICAL ASSISTING A45400

The Medical Assisting curriculum prepares multi-skilled health care professionals qualified to perform administrative, clinical, and laboratory procedures.

Course work includes instruction in scheduling appointments, coding and processing insurance accounts, billing, collections, medical transcription, computer operations; assisting with examinations/treatments, performing routine laboratory procedures, electrocardiography, supervised medication administration; and ethical/legal issues associated with patient care.

Graduates of CAAHEP accredited medical assisting programs may be eligible to sit for the American Association of Medical Assistants' Certification Examination to become Certified Medical Assistants. Employment opportunities include physicians' offices, health maintenance organizations, health departments, and hospitals.

Medical Assisting Associate in Applied Science Degree A45400 (Revised 2005*03) Course and Hour Requirements

Title	Hours Class	Lab	Work Exp.	Credits
I. General Education: 16 hours				
A. English				
ENG 111 Expository Writing	3	0	0	3
ENG 114 Prof. Reseach & Reporting	3	0	0	3
B. Social/Behavioral Sciences				
PSY 150 General Psychology	3	0	0	3
C. Humanities/Fine Arts Elective				
	3	0	0	3
<i>Selected from the list of humanities/fine arts electives for the Associate in Applied Science degree appearing in the current catalog.</i>				
D. Natural Sciences/Math				
BIO 168 Anatomy and Physiology I	3	3	0	4
AND				
Students are required to demonstrate competency in MAT 080 prior to enrollment in MED 113, 118, 131, and 140.				
II. Major Hours: 50 hours				
A. Core: 32 Hours				
1. Required Courses				
MED 110 Orientation to Med Assist	1	0	0	1
MED 118 Medical Law and Ethics	2	0	0	2
MED 121 Medical Terminology I	3	0	0	3
MED 122 Medical Terminology II	3	0	0	3
MED 130 Admin Office Proc I	1	2	0	2
MED 131 Admin Office Proc II	1	2	0	2
MED 140 Exam Room Procedures I	3	4	0	5
MED 150 Laboratory Procedures I	3	4	0	5
MED 260 Med Clinical Externship	0	0	15	5

Medical Assisting A45400 (Continued)

Title	Hours Class	Lab	Work Exp.	Credits
2. Required Subject Area				
BIO 169 Anatomy and Physiology II	3	3	0	4
B. Other Major Hours				
MED 112 Ori to Clinic Setting I	0	0	3	1
MED 113 Ori to Clinic Setting II	0	0	6	2
MED 230 Admin Office Proc III	1	1	0	2
MED 264 Med Assisting Overview	2	0	0	2
MED 270 Symptomatology	2	2	0	3
MED 272 Drug Therapy	3	0	0	3
MED 274 Diet Therapy/Nutrition	3	0	0	3
OST 131 Keyboarding	1	2	0	2
III. Other Required Hours: 4 hours				
ACA 111 College Student Success	1	0	0	1
or				
ACA 115 Success and Study Skills	0	2	0	1
CIS 110 Introduction To Computers	2	2	0	3
Total Credits				70

All health science students must make grades of "A," "B," "C," or "SA" on all applicable course work to progress each semester and graduate from the program.

