

# MEDICAL ASSISTANT

## ASSOCIATE OF SCIENCE

Quarter Credit Hours Required = 96

The medical assistant is quickly becoming an important part of the healthcare team. The U.S. Bureau of Labor Statistics predicts that medical assisting will be one of the fastest growing occupations over the next few years.

This program is designed to prepare graduates to be medical assistants in the physician's office or other medical settings. While this occupation includes administrative and clinical duties, this program's focus is on developing clinical techniques. Graduates will possess knowledge of Universal Standard Precautions and aseptic techniques; clinical skills including vital signs, EKG, administration of medications/immunizations as directed by the physician and in accordance with State practice acts, and assisting with patient exams; various lab techniques and procedures including venipuncture; and administrative skills including scheduling, record keeping, and insurance procedures.

In order to gain experience, all students must complete a supervised externship. Externship sites include physicians' offices, clinics, or other healthcare facilities. Students also prepare for a national certification exam.

Upon successful completion of this program, students should be able to

- function in a healthcare setting by providing clinical and administrative skills in a medical setting;
- prepare and maintain the examination treatment area under the supervision of a physician;
- manage clinical office under minimal supervision;
- use computer technology and administrative skills in a healthcare environment;
- develop a successful career as a medical assistant;
- provide emergency care including Cardiopulmonary Resuscitation (CPR); and
- coordinate a successful job search.

<b>FOUNDATION:</b>		<b>Quarter Credit Hours</b>
AOM 1010	Keyboarding .....	4
EDU 1010	Learning Framework .....	4
EDU 1020	Career Exploration/Planning .....	4
<b>Total Minimum Required Foundation Credits .....</b>		<b>12</b>

<b>AREA OF CONCENTRATION:</b>		
BIO 1120	Anatomy and Physiology: Body Structures .....	4
BIO 1130	Anatomy and Physiology: Organs and Systems .....	4
MEA 1010	Clinical Office Procedures I .....	4
MEA 1020	Clinical Office Procedures II .....	4
MEA 1030	Clinical Office Procedures III.....	4
MEA 2500	Medical Assisting Certification Exam Review .....	2
MEA 2600	Medical Assisting Externship .....	6
MED 1010	Medical Terminology .....	4
MED 1080	Medical Office Procedures.....	4
MED 1140	Medical Law and Ethics .....	4
MED 1150	Pharmacology and Drug Administration .....	4
MED 1210	Pathophysiology .....	4
MED 1800	Medical Laboratory Procedures .....	4
MED 1840	Medical Insurance Procedures .....	4
MED 1850	Medical Insurance Applications .....	4
<b>Total Minimum Required Area of Concentration Credits.....</b>		<b>60</b>

<b>GENERAL EDUCATION:</b>		
These courses are to be selected in consultation with the Program Director so as to effectuate a balanced educational program. Select a total (minimum) of 24 credit hours as indicated below:		
Communications .....		12
Humanities and Fine Arts .....		4
Mathematics.....		4
Social and Behavioral Sciences .....		4
<b>Total Minimum Required General Education Credits .....</b>		<b>24</b>

**TOTAL MINIMUM QUARTER CREDIT HOURS REQUIRED .....** 96