

Medical Assistant

Associate in Applied Science

A Medical Assistant is one of the most versatile of all the allied health professionals. Graduates find positions in physicians' offices, medical centers, clinics, hospitals, armed services, laboratories and pharmaceutical companies. The program is designed to enable graduates to do both administrative and clinical/laboratory techniques.

Students in the program acquire the knowledge and necessary techniques to prepare patients for examinations and to assist the physician in performing not only routine medical procedures but also electrocardiography, audiometry, urinalysis and hematological tests.

Courses in medical terminology, keyboarding, medical correspondence and medical office management, prepare the student to conduct business and administrative duties.

Directed Practice is an integral part of the curriculum as senior students participate in a 15-week, externship program that requires a working experience in physicians' offices or other health care facilities.

Graduates may elect to take a national examination given by the AAMA to become Certified Medical Assistants.

SEQUENCE OF COURSES: This model is a two-year course schedule for students meeting all program requirements and deciding to pursue full-time study. Schedules will be redesigned for those requiring preparatory courses or those deciding to pursue part-time study.

FIRST YEAR

Fall Semester

BIO 131	Human Biology I	4
ENG 110	College Writing I	3
MDA 102	Medical Assisting Science	2
MDA 104	Keyboarding and Medical Word Processing	3
MDA 114	First Aid & Personal Safety: Management of Emergencies.....	1
HIT 106	Medical Terminology	3
		16

Credits

Spring Semester

BIO 132	Human Biology II	4
MDA 115	Medical Assisting Procedures I	4
MDA 206	Medical Office Management	4
SOC SCI/Civic elective	3
		15

SECOND YEAR

Fall Semester

MDA 106	Medical Transcription and Correspondence.....	4
MDA 208w	Medical Ethics, Law and Economics	3
MDA 201	Medical Assisting Procedures II	4
PSY 110	General Psychology.....	3
MDA 207	Advanced Medical Office Management.....	4
		18

Spring Semester

MDA 211	Medical Assisting Procedures III	4
MDA 245	Directed Practice & Seminar	1
MDA 210	Pharmacology	2
MDA 246	Clinical Affiliation I	4
MDA 247	Clinical Affiliation II	4
ENG 220	Communicating About Ideas and Values	3
		18

GRADUATION REQUIREMENTS: 67 CREDITS

Program supervised by:

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ALL STUDENTS MUST HAVE CPR CERTIFICATION and a physical before going out to clinical in senior semester.

For important general information regarding Health Science curricula, see pages 11 and 23.