

## **PROGRAM DESCRIPTION**

The introduction of students to the overall operation of the physician's office is the basic objective of this program. Students are trained to assist the physician in the examination room, to perform routine laboratory procedures and to handle financial records, correspondence, insurance forms and other administrative functions.

Our ultimate goal is to prepare students to successfully gain entry-level employment as a Medical Assistant. The complimenting general studies education in the associate-level degree will prepare students for greater career opportunities as skills such as critical thinking, communication, mathematics, and problem solving will be developed.

## **PROGRAM OBJECTIVES**

Upon completion of their program, the student should be able to:

1. Demonstrate the ability to perform clinical assisting and laboratory procedures.
2. Demonstrate the ability to use knowledge attained to create clerical documents used in medical facilities.
3. Apply legal concepts to the medical practice.
4. Communicate professionally with patients, co-workers and providers.
5. Think critically both conceptually and by using mathematical analysis; write and speak effectively; use basic computer applications; and understand human behavior in the context of the greater society.
6. Select appropriate diagnosis and procedures.

## **POTENTIAL JOB POSITIONS**

Potential entry-level job titles include Medical Office Assistant, Medical Business Office, Medical Receptionist, Medical Laboratory Assistant, and Phlebotomist.

## **PROGRAM LENGTH**

The average length of time for a student taking a full course load is 4.5 semesters.

## **PROGRAM CONTENT**

A minimum of 65 semester credit hours are required for graduation.

## REQUIRED COURSES

All courses, 42 semester credit hours, are required.

| <u>Course Number</u> | <u>Course Name</u>                       | <u>Prerequisite</u>                                | <u>Credit Hours</u> |
|----------------------|--|--|---------------------|
| MO 110               | Keyboarding                              | None   | 1.0                 |
| MO 113               | Medical Business Operations              | None   | 3.0                 |
| MO 129               | Medical Office Procedures                | None   | 3.0                 |
| MO 144               | Medical Terminology                      | None   | 1.0                 |
| MO 146               | Pathophysiology and Pharmacology         | Co-requisite SC 245                                | 2.0                 |
| MO 161               | Medical Billing and Insurance Procedures | None   | 3.0                 |
| MS 109               | Clinical Assisting I                     | SC 245, MO 144, MO 146                             | 3.0                 |
| MS 121               | Clinical Assisting II                    | MS 109   | 4.0                 |
| MS 131               | Clinical Laboratory Procedures I         | SC 245, MO 144, MO146                              | 4.0                 |
| MS 141               | Clinical Laboratory Procedures II        | MS 131   | 4.0                 |
| MS 207               | Program Review                           | All didactic course work with a GPA of 2.0         | 2.0                 |
| MS 295               | Externship                               | All didactic course work with a GPA of 2.0, PD 211 | 4.0                 |
| SC 145               | Anatomy and Physiology I                 | Co-requisite SC 145L                               | 3.0                 |
| SC 145L              | Anatomy and Physiology I Lab             | Co-requisite SC 145                                | 1.0                 |
| SC 245               | Anatomy and Physiology II                | SC 145, co-requisite SC 245L                       | 3.0                 |
| SC 245L              | Anatomy and Physiology II Lab            | SC 145, co-requisite SC 245                        | 1.0                 |

## GENERAL EDUCATION REQUIREMENTS

Students enrolled in associate degrees must complete a minimum of 21 semester credit hours (315 clock hours) in general education distributed among the following disciplines. These courses are offered online only.

- 1 Semester Credit Hour in Information Literacy and Research Writing
- 3 Semester Credit Hours in English Composition
- 3 Semester Credit Hours in Speech \*
- 4 Semester Credit Hours in Computer Applications \*
- 4 Semester Credit Hours in Mathematics (College Algebra or Above) \*
- 3 Semester Credit Hours in Social or Behavioral Science
- 3 Semester Credit Hours in Humanities with a Critical Thinking focus \*\*

\* Transfer students may use three semester credit hour courses transferred from other colleges to satisfy these discipline requirements. Any resulting deficiency in the total of 21 semester credit hours required in general education may be made up with general education electives from any of the listed disciplines.

\*\*A course with a critical thinking focus would be a course that addresses the theories and application of critical analysis with an emphasis on developing sequential reasoning skills. Examples may be courses in critical thinking, philosophy, or logic.

## PERSONAL DEVELOPMENT

Both courses, 2 semester credit hours, are required in addition to PD 211.

| <u>Course Number</u> | <u>Course Name</u>         | <u>Prerequisite</u> | <u>Credit Hours</u> |
|----------------------|----------------------------|---------------------|---------------------|
| PD 100               | Student Success Skills     | None                | 1.0                 |
| PD 200               | Career Development Seminar | None                | 1.0                 |
| PD 211               | MA Externship Preparation  | None                | n/c                 |