

Medical Assistant

ASSOC OF APPLIED SCIENCE

Major code: 2125
Department: Nursing
Chair: Mara Poynter
Advising: Kilee Saldivar 541-881-5945

PROGRAM OVERVIEW

This is a two year program, designed to allow a student to become a Certified Medical Assistant in year one and then continue on to obtain an Associate of Applied Science degree. This program is designed to ensure a graduate can work both the front office and the back office of a medical office.

PROGRAM/DISCIPLINE OUTCOMES

Student who complete this area of study will be prepared to:

- Apply appropriate mathematical skills for problem solving and analyze information presented in a variety of formats using both manual systems and computer software
- Apply ethical standards as they relate to business dealing.
- Demonstrate critical thinking and problem solving as pertaining to health care setting
- Function effectively as a healthcare team member
- Interact effectively in oral and written communications with physicians, medical staff, and patients and families
- Understand and model professional and ethical behaviors, including confidentiality
- Understand the basics of medical law within the scope of the medical assistant position
- Use applied technology to support business functions utilizing computer software programs to include word processing, spreadsheets, databases, presentation programs, emails, and the Internet
- Use critical and creative thinking skills to solve business problems with the ability to propose logical solutions that are clear and concise.

FOUNDATION SKILLS REQUIREMENTS (16 CREDITS)

Writing: WR 121Z - (4-credits); Oral Communication: COM 111Z Public Speaking (4-credits)

Math: Math 60 Beginning Algebra I or Higher (5-credits)

Human Relations: PSYC 101 (3-credits) or PSYC 201 Z (4 credits)

All Medical Assistant courses (M.A.) must be completed with a C+ grade or higher

All other course must be completed and have an average GPA of 2.0 or better.

REQUIRED COURSES (73 CREDITS)

Courses are listed in suggested sequence.

Students must complete all MA courses with a grade of a C+ or better within a 3-year period prior to graduation.

All other course must be completed and have an average GPA of 2.0 or better.

Must pass a background and drug test prior to MA 118 and MA 119.

YEAR 1

<u>COURSE #</u>	<u>COURSE TITLE</u>	<u>CREDITS</u>
- BIOL 121	INTRO TO HUMAN ANATOMY & PHYSIOLOGY.....	5
- CS 101	COMPUTER FUNDAMENTALS I.....	4
- GSCI 161	MEDICAL TERMINOLOGY I.....	3
- GSCI 162	MEDICAL TERMINOLOGY II.....	3
- MA 112	INTRO TO MEDICAL ASSISTING.....	4
- MA 115	PHLEBOTOMY.....	3
- MA 116	INTRODUCTION TO MEDICATIONS.....	4
- MA 117	CLINICAL PROCEDURES.....	4
- MA 118	MEDICAL ASSISTANT EXTERNSHIP.....	5
- MA 119	EXTERNSHIP SEMINAR.....	1

YEAR 2

<u>COURSE #</u>	<u>COURSE TITLE</u>	<u>CREDITS</u>
- BA 101 Z	INTRODUCTION TO BUSINESS.....	4
- BA 169 Z	DATA ANALYSIS USING MICROSOFT EXCEL.....	4
- BA 204	TEAMWORK DYNAMICS.....	3
- BA 211 Z	PRINCIPLES OF FINANCIAL ACCOUNTING. 4	4
- BT 221	WORD PROCESSING PROCEDURES I.....	3
- BT 222	WORD PROCESSING PROCEDURES II.....	3
- BT 242	DATABASE APPLICATIONS.....	4
- MREC 116	MEDICAL OFFICE PROCEDURES.....	3
- MREC 210	MEDICAL BILLING I.....	3
- MREC 211	MEDICAL BILLING II.....	3
- OA 240	RECORDS MANAGEMENT.....	3

Total number of credits..... 91

ELECTIVES (2 CREDITS)

Electives