CERTIFIED MEDICAL ASSISTANT *ASSOCIATE IN APPLIED SCIENCE DEGREE* *(MEDA D292)*

✓ FCC	✓ LTC	OCC	WVC

The Medical Assistant program prepares students to perform clerical duties and to assist in the clinical situations normally associated with medical offices, clinics, dental offices, hospitals, and other health-related settings. Responsibilities may include scheduling appointments, preparing and maintaining permanent records, arranging hospital admissions, typing reports, processing health insurance forms, ordering supplies, keeping financial records, preparing patients for examinations, taking vital signs, assisting with first aid, and collecting and processing specimens, among others. The program provides depth and breadth in conceptual, professional, and medical skills.

Upon completion of the degree, students may take the CCMA/CMAA exam through the National Healthcareer Association (NHA) to become a Certified Medical Assistant. Students are also eligible to sit for the Certified Phlebotomy Technician and Certified EKG Technician tests. The program is designed to allow students to receive a CMA certificate after the first year of study and completion of the internship course. The second year of study can be completed online while the student is employed as a CMA.

Certified Medical Assistant students must complete all courses in the program with a minimum cumulative GPA of 2.0 to qualify for internships.

First Semester			**Credit Hours 16**
BOC	2210	Office Seminar I	1
HEA	1225	Introduction to Medical Terminology	3
HEA	2267	Intro to ICD-10-CM	4
LSC	2265	Medical Assisting Anatomy	3
MTH	1203	Medical Assisting Math[1]	2
SPE	1111	Interpersonal Communications[1]	3

Second Semester			**Credit Hours 17**
BOC	2260	Medical Front Office	3
ENG	1111	Composition I[1] **OR**	
ENG	1201	Communications[1] **OR**	
ENG	1212	Technical Writing[1]	3
HEA	1208	Clinical Procedures	3
HEA	1210	Medical Assist Pharmacology	2
PHI	2141	Ethics in the Medical Community	3
PSY	1101	General Psychology I[1]*	3

Summer Semester			**Credit Hours V3**
HEA	2298	Internship	V3

Third Semester			**Credit Hours 15**
ACC	1101	Applied Accounting	4
HEA	1209	HIPAA for Allied Health	1
HEA	2268	ICD-10-CM/Medical Office	4
HEA	2270	Applied Legal Concepts/Medical	3
HEA	2271	Medical Funding Applications	3

Fourth Semester			**Credit Hours 14**
HEA	2269	ICD-10-CM/Health Agencies	4
HEA	2272	Medical Data Management	3
LSC	1101	General Biology I[1]	4
HIM	1205	HIM Intro to Human Pathophys	3
Total Credit Hours			**65**

[1]General Education Hours (15)

*This course satisfies the IECC human diversity requirement.