

# MEDICAL ASSISTING, AAS

The Associate of Applied Science in Medical Assisting degree prepares students for one of the fastest-growing occupations in the healthcare field, with a 18 percent projected growth rate from 2020-2030, according to the Bureau of Labor Statistics. Medical assistants perform routine clinical and administrative duties to ensure the operations of the healthcare facility. Students in the medical assisting program acquire necessary competencies such as taking vital signs and electrocardiography, phlebotomy, and preparing patients for examinations and procedures. Students also acquire competencies in record keeping, medical coding, billing, and insurance. Basic Life Support certification is required for the clinical practicum.

The AAS Medical Assisting degree program provides students with the ability to do the following:

1. Recognize laws and regulations regarding HIPPA and confidentiality in the healthcare environment.
2. Communicate and collaborate professionally and effectively in culturally diverse environments.
3. Demonstrate and practice behavior consistent with the legal and ethical standards of the profession.
4. Utilize medical terminology, anatomy, and physiology in the performance of daily duties.
5. Perform basic laboratory testing, phlebotomy, electrocardiograms, vital signs, and other pertinent clinical skills across diverse populations.
6. Demonstrate proficiency in analytical and quantitative problem-solving.
7. Demonstrate computer and information literacy as it relates to medical administrative tasks.

## Requirements

Code	Title	Credits
<b>Major-Related Courses</b>		
HC-101	Introduction to Medical Assisting	3
HC-105	Medical Assisting I	4
HC-110	Medical Assisting II	4
HC-126	Medical Terminology	3
HC-180	Medical Coding & Billing for Medical Assisting	4
HC-210	Clinical Laboratory Procedures	4
HC-214	Medical Office Procedures	4
HC-230	Phlebotomy and Electrocardiography	4
HC-292	Medical Assisting Practicum	4
Major-Related Courses Subtotal		34
<b>General Education and Related Courses</b>		
EN-111	College Writing and Critical Analysis	3
EN-121	Analytical Thinking, Writing & Research	3
EN-206	Professional Writing and Presentation	3
HC-108	Anatomy and Physiology	3
IT-115	Electronic Spreadsheet Applications	3
LA-122	Fundamentals of Communication	3
MA-115	Quantitative Reasoning	3

Liberal Arts Elective(s)	3
Open Electives	6
General Education and Related Courses Subtotal	30
<b>Total Credits</b>	<b>64</b>

## Academic Requirements

- A grade of 'C' or better is required in the following courses for progression in the major: HC-101 Introduction to Medical Assisting, HC-108 Anatomy and Physiology, HC-126 Medical Terminology, HC-105 Medical Assisting I, HC-110 Medical Assisting II, HC-210 Clinical Laboratory Procedures, HC-230 Phlebotomy and Electrocardiography, HC-292 Medical Assisting Practicum, HC-180 Medical Coding & Billing for Medical Assisting and HC-214 Medical Office Procedures.
- The required HC-292 Medical Assisting Practicum is generally taken in the final semester, and is only available during the day Monday through Friday.

## Recommended Sequence

Course	Title	Credits
<b>Semester 1</b>		
HC-101	Introduction to Medical Assisting	3
EN-111	College Writing and Critical Analysis	3
IT-115	Electronic Spreadsheet Applications	3
LA-122	Fundamentals of Communication	3
LA-ELE	Liberal Arts Elective (Psychology recommended)	3
<b>Credits</b>		<b>15</b>
<b>Semester 2</b>		
HC-108	Anatomy and Physiology	3
HC-126	Medical Terminology	3
EN-121	Analytical Thinking, Writing & Research	3
MA-115	Quantitative Reasoning	3
<b>Credits</b>		<b>12</b>
<b>Semester 3</b>		
HC-105	Medical Assisting I	4
HC-180	Medical Coding & Billing for Medical Assisting	4
EN-206	Professional Writing and Presentation	3
Open Elective <sup>1</sup>		3
<b>Credits</b>		<b>14</b>
<b>Semester 4</b>		
HC-110	Medical Assisting II	4
HC-210	Clinical Laboratory Procedures	4
HC-230	Phlebotomy and Electrocardiography	4
<b>Credits</b>		<b>12</b>
<b>Semester 5</b>		
HC-214	Medical Office Procedures	4
HC-292	Medical Assisting Practicum	4
Open Elective <sup>1</sup>		3
<b>Credits</b>		<b>11</b>
<b>Total Credits</b>		<b>64</b>

<sup>1</sup> Major Area and Open Elective should be chosen based on advisement and area of concentration.