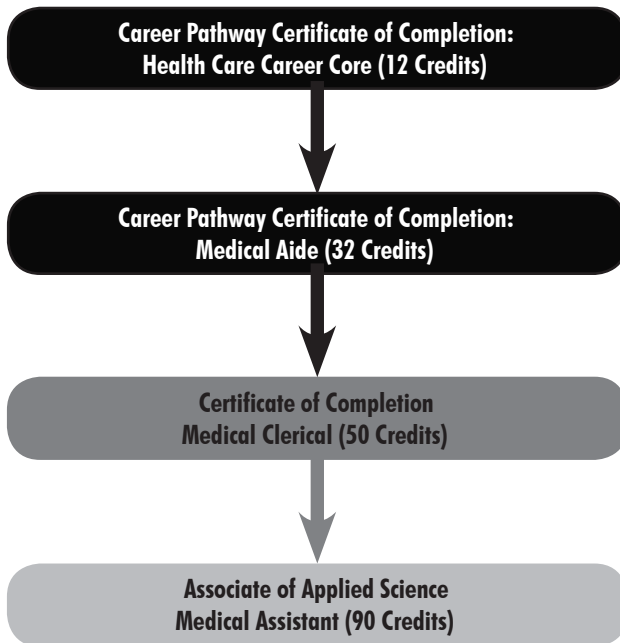


## ASSOCIATE OF APPLIED SCIENCE MEDICAL ASSISTANT



### GRADUATION REQUIREMENTS

Students must complete a minimum of 92 credit hours with a minimum Grade Point Average (GPA) of 2.0 (C) average or better. All courses in this program must be completed with a 'C' or better. Thirty (30) of the last 45 credits must be earned at Southwestern before the AAS in Medical Assistant degree is awarded.

Complete the graduation application process one term prior to the term of completion (i.e., spring term graduates must apply during winter term).

The Associate of Applied Science in Medical Assistant prepares students in the first year of the curriculum to perform initial clerical duties in hospitals, medical clinics, and other medical facilities. The second year adds skills in medical terminology, management, and clinical skills with emphasis on the role of the medical assistant in the medical care delivery team.

### PROGRAM STUDENT LEARNING OUTCOMES

Upon successful completion of this program the student will be able to:

- Demonstrate general knowledge of medical terminology, anatomy and physiology, and medical law and ethics.
- Demonstrate proficiency in medical office administrative practices.
- Demonstrate comprehensive knowledge of clinical practice.



*Classroom, 1964.*

# MEDICAL ASSISTANT

## ASSOCIATE OF APPLIED SCIENCE MEDICAL ASSISTANT

PREREQUISITES	<b>OA121 (3)</b> Keyboarding I	Reading Score of ASSET39 COMPASS69	<b>CIS101 (2)</b> Computers in Society	<b>MTH20 (4)</b> Basic Mathematics <sup>1</sup>	<b>WR90 (3)</b> Paragraph Fundamentals (or placement test score)	
FALL = 16 CREDITS	<b>OA124 (3)</b> Keyboard Skillbuilding	<b>AH111 (3)</b> Medical Terminology I	<b>CIS120 (4)</b> Concepts of Computing	<b>AH121 (3)</b> Body Structures and Functions I	<b>AH100 (1)</b> Intro to Healthcare Careers	<b>AH101 (2)</b> Intro to Professionalism in Healthcare
WINTER = 16 CREDITS	<b>BA285 (3)</b> Human Relations in Organizations	<b>AH112 (3)</b> Medical Terminology II	<b>HIM110 (5)</b> Health Information Systems	<b>AH122 (3)</b> Body Structures and Functions II	<b>AH152 (2)</b> Medical Law and Ethics	
SPRING = 16 CREDITS	<b>WR115 (3)</b> Introduction to Expository Writing (or higher)	<b>MTH70 (4)</b> Elementary Algebra (or higher)	<b>AH150 (3)</b> Medical Office Coding	<b>OA116 (3)</b> Office Procedures	<b>AH151 (3)</b> Reimbursement Management	

### 48 CREDITS = FIRST YEAR TOTAL REQUIREMENTS

SUMMER = 2 CREDITS	<b>AH2280 (2)</b> Cooperative Work Experience				
FALL = 12 CREDITS	<b>OA2591 (3)</b> Proofreading and Editing	<b>PHAR5472 (3)</b> Pharmacology	<b>SP218 (3)</b> Interpersonal Communication <sup>1</sup>	<b>(3)</b> Elective <sup>2</sup>	
WINTER = 14 CREDITS	<b>OA240 (3)</b> Filing and Records Management	<b>AH131 (4)</b> Clinical Procedures I	<b>AC2766 (4)</b> Accounting I <sup>3</sup>	<b>PE231 (3)</b> Wellness for Life <sup>4</sup>	
SPRING = 14 CREDITS	<b>BA177 (3)</b> Payroll Records and Accounting	<b>AH132 (4)</b> Clinical Procedures II	<b>AH2280 (4)</b> Cooperative Work Experience <sup>5</sup>	<b>(3)</b> Elective <sup>2</sup>	

### 42 CREDITS = SECOND YEAR TOTAL REQUIREMENTS

### 90 CREDITS = TOTAL PROGRAM REQUIREMENTS

#### PROGRAM NOTES

<sup>1</sup>SP100, SP111, SP112, SP217, or SP219 may be substituted for SP218.

<sup>2</sup>Developmental and remedial courses and OA121 and CIS101 will not fulfill the elective requirements.

<sup>3</sup>BA211 may be substituted for AC2766.

<sup>4</sup>HE250 or three credits of PE185 may be substituted for PE231.

<sup>5</sup>Must complete AH131 and AH132 with a grade of 'C' or better before participating in Cooperative Work Experience.