

2020-2021 College Catalog and Student Handbook Addendum 2

A.A.S. - Medical Assisting Program- Revisions to pages 124-125

Program Information Revision: Upon completion of program requirements, the student will be awarded the Associate of Applied Science in Medical Assisting and will be eligible to sit for the Certified Clinical Medical Assistant (CCMA) exam. **Required enrollment in MAT 228R: Medical Assistant CCMA Review Course in conjunction with or following the completion of MAT 229: Medical Assisting Practicum is essential to prepare for the Certified Clinical Medical Assistant (CCMA) certification exam.**

Credit Hour Revision: MAT228R added as required Career and Technical Course. “Elective” courses changed to “Optional” courses, for clarification purposes. Seventy-two (72) credit hours reflected.

	credit hours
Area I: Written Composition	3
ENG 101 English Composition I	3
or ENG 100 Vocational Technical English	3
Area II: Humanities and Fine Arts	6
SPH 107 Fundamentals of Public Speaking.....	3
*Humanities Electives	3
Area III: Natural Science and Mathematics	7
MTH 100 Intermediate College Algebra (or higher)	3
BIO 103 Principles of Biology	4
Area IV: History, Social and Behavioral Sciences	3
PSY 200 General Psychology	3
Area V: Career and Technical courses	44
MAT 101 Medical Terminology	3
MAT 102 Medical Assisting Theory I	3
MAT 103 Medical Assisting Theory II	3
MAT 111 Clinical Procedures I for the Medical Assistant	3
MAT 120 Medical Administrative Procedures I	3
MAT 121 Medical Administrative Procedures II	3
MAT 125 Laboratory Procedures I for the Medical Assistant	3
MAT 128 Medical Law and Ethics for the Medical Assistant	3
MAT 200 Management of Office Emergencies.	2
MAT 211 Clinical Procedures II for the Medical Assistant	3
MAT 215 Laboratory Procedures II for the Medical Assistant	3
MAT 216 Medical Pharmacology for the Medical Office.....	4
MAT 220 Medical Office Insurance	3
MAT 228R Medical Assistant CCMA Review Course	1
MAT 229 Medical Assisting Practicum	3
EMS 100 Cardiopulmonary Resuscitation	1
Additional degree requirements	9
ORI 105B Orientation and Student Success with Technology	3
WKO 102 Workplace Skills Development II	3
CIS 146 Microcomputer Applications	3
Total...	72

Optional courses*	14
MAT 218 EKG Technician	3
MAT 219 Radiology for the Medical Course	3
MAT 228A Medical Assistant CMAA Review Course	1
MAT 228P Medical Assistant CPT Review Course	1
MAT 228E Medical Assistant CET Review Course	1
MAT 228H Medical Assistant CEHRS Review Course	1
NAS 100 Long Term Care Nursing Assistant	4

***Students have the opportunity to complete option courses for the purpose of completing stackable credentials.**

Course Sequence Revision: “Recommended” removed from MAT228R. MAT228R required.

Suggested Course Sequence

First Term	Second Term	Third Term	Fourth Term	Fifth Term
CIS 146	BIO 103	EMS 100	MAT 128	Humanities Elective
ENG 101	MAT 103	MAT 121	MAT 211	MAT 228R
MAT 101	MAT 120	MAT 215	MAT 216	MAT 229
MAT 102	MAT 125	MAT 111	MAT 220	PSY 200
ORI 105	MTH 100	MAT 200	SPH 107	WKO 102

Admission Requirements Revision: “Acceptance to the Medical Assisting Program is dependent...” moved to Admission Requirements section from Readmission Policy section.

Admission Requirements

Applicants to the Medical Assisting Program must:

1. Have unconditional admission to the College.
2. Complete the application for the Associate of Applied Science in Medical Assisting.
3. Achieve a minimum cumulative college GPA of 2.0 OR a minimum 2.0 cumulative high school GPA if no prior college coursework exists OR a GED certificate.
4. Complete all developmental course work.
5. Be eligible for enrollment in English 100/101 and Math 100 as determined by the College.
6. Good standing with the College.
7. Meet essential functions required for medical assisting.
8. Be able to comply with any additional requirements as outlined by the clinical agencies such as dress code or confidentiality training.

Acceptance to the Medical Assisting program is dependent upon meeting admission criteria in effect at the time of readmission.