

Medical Assisting (Associate of Applied Science)

Associate of Applied Science Degree

1,215 Contact Hours

62.33 Semester Credits

70 Instructional Weeks – Full Time

Program offered at:

Memphis, Tennessee

and

Southaven, Mississippi

Medical Assisting (Associate of Applied Science) Mission Statement:

The purpose of the Medical Assisting degree program is to provide students the opportunity, along with their occupational skills, to develop essential basic skills for continued learning and career development through general education courses that include: mathematics; written, verbal and nonverbal communications; interpersonal skills; critical thinking; the sciences; and the humanities.

Learning Objectives / Instructional Outcomes

The program includes general education courses covering mathematics, written, verbal, and nonverbal communications; interpersonal skills; critical thinking; the sciences; and the humanities. Learning objectives include achievement of sufficient theoretical knowledge and practical skills in the areas of anatomy, physiology, pathology, the body systems, medical terminology, medical front office procedures, venipuncture, laboratory diagnostic procedures, EKG, and administration of parenteral medications to function successfully in an entry-level position as a Medical Assistant in a clinic or physician's office.

Career Overview

Whether in a physician's office, a clinic, or hospital-owned physician network, the Medical Assistant performs many services on the physician's behalf. These may include admissions work, preparing the patient for examination or treatment, operating diagnostic equipment, and performing diagnostic procedures. The Medical Assistant is also responsible for the patient's medical records and insurance forms as well as for scheduling appointments and maintaining medical records for the physician.

In order to graduate from the Medical Assisting (Associate of Applied Science) program, students must successfully complete the following curriculum:

Course #	Course Title	Theory Hours	Lab Hours	Extern Hours	Semester Credits
MDCA1414	Medical Assisting A	40	40		4.00
MDCA1424	Medical Assisting B	40	40		4.00
MDCA1434	Medical Assisting C	40	40		4.00
MDCA1444	Medical Assisting D	40	40		4.00
MDCA1454	Medical Assisting E	40	40		4.00
MDCA1464	Medical Assisting F	40	40		4.00
MDCA1572	Externship			240	5.33
MATH1320	College Algebra	45			3.00
ENGL1310	English Composition I	45			3.00
COMM1310	Elements of Human Communication	45			3.00
PHIL1310	Critical Thinking	45			3.00
PSYC1310	General Psychology	45			3.00
PSYC1320	Human Growth & Development	45			3.00
SOCI1310	Introduction to Sociology	45			3.00
CSCI1310	Computer Science	45			3.00
BIOL1301	Anatomy & Physiology	45			3.00
BIOL1330	Microbiology	45			3.00
NUTR1310	Nutrition	45			3.00
Subtotals		735	240	240	62.33