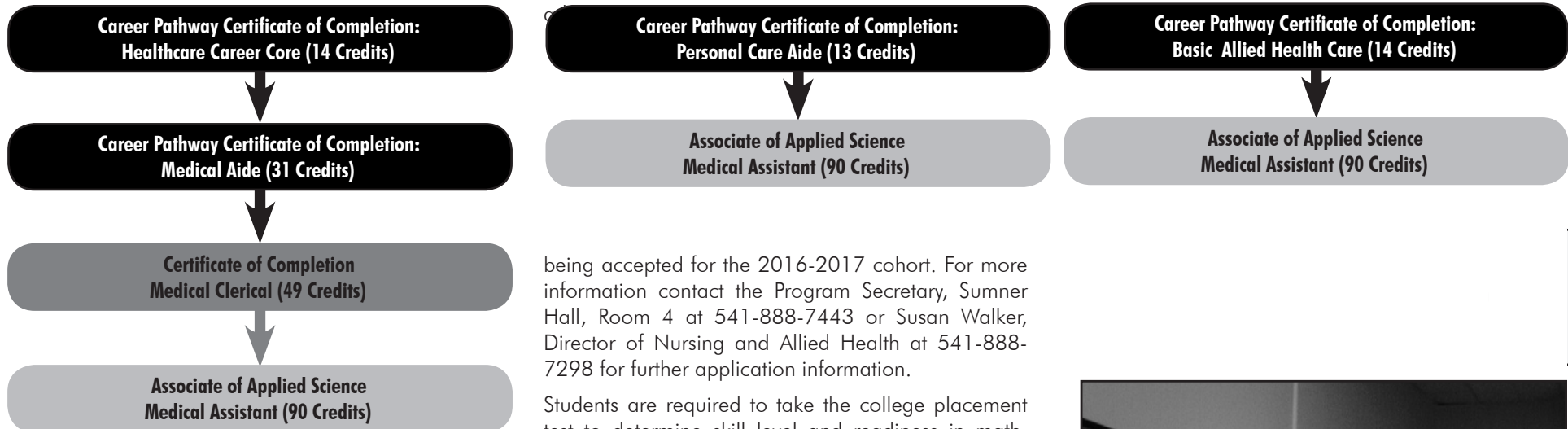


ASSOCIATE OF APPLIED SCIENCE MEDICAL ASSISTANT



The Associate of Applied Science (AAS) Medical Assistant degree 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 pharmacology, phlebotomy, 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.

ENTRY REQUIREMENTS

This is a restricted-entry program and students must submit a separate application along with their college

being accepted for the 2016-2017 cohort. For more information contact the Program Secretary, Sumner Hall, Room 4 at 541-888-7443 or Susan Walker, Director of Nursing and Allied Health at 541-888-7298 for further application information.

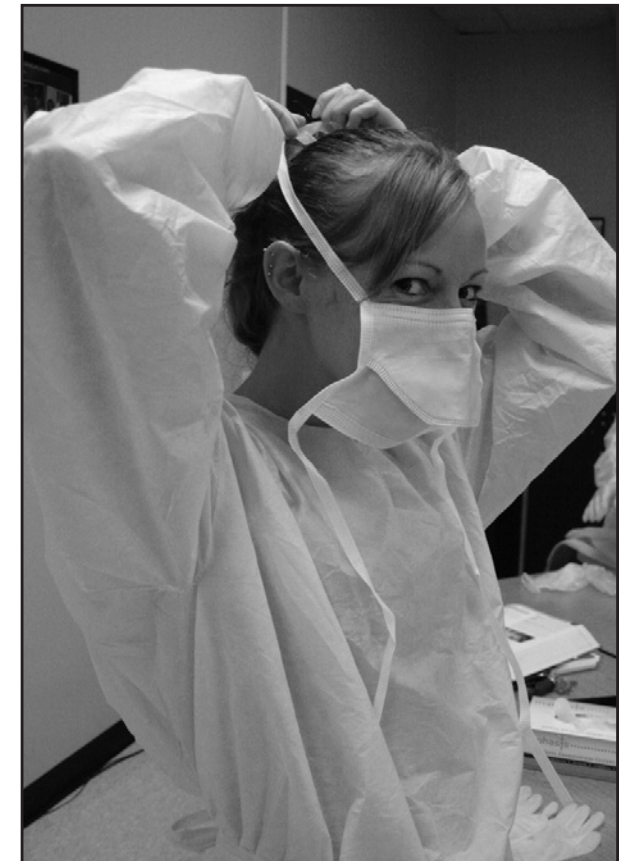
Students are required to take the college placement test to determine skill level and readiness in math, reading and writing. As part of their training program, students must begin with the courses within their skill level as determined by the college placement test scores.

Due to the nature of this curriculum and the access to drugs, all students will have to declare themselves “drug free” and be subject to a criminal background check. Any student who is unable, for any reason, to complete the practice parts of this curriculum will not be able to continue in the program. Drug testing will be done prior to clinical practice. Graduates may choose to take a national certification examination at the successful conclusion of the program.

GRADUATION REQUIREMENTS

Students must complete a minimum of 90 credit hours with a minimum Grade Point Average (GPA) of 2.0 or better. All courses in this program must be completed with a ‘C’ or better. Twenty-four (24) credits must be completed at Southwestern before the AAS Medical Assistant degree is awarded.

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



PROGRAM REQUIREMENTS

ASSOCIATE OF APPLIED SCIENCE MEDICAL ASSISTANT

PROGRAM REQUIREMENTS	PREREQUISITES	OA121 (3) Keyboarding I	Reading Score of ASSET42 COMPASS81	CIS90 (2) Computer Basics (or demonstrate proficiency)	MTH20 (4) Basic Mathematics (or placement test score)	WR90 (3) Paragraph Fundamentals (or placement test score)
	FALL = 16 CREDITS	OA124 (3) Keyboard Skillbuilding	AH111 (3) Medical Terminology I	CIS120 (4) Concepts of Computing	MTH60 (4) Algebra I ¹	AH100 (2) Intro to Health Care Careers
	WINTER = 17 CREDITS	AH121 (3) Body Structures and Functions I ²	AH112 (3) Medical Terminology II	HIM110 (5) Health Information Technology	AH150 (3) Medical Office Coding	BA285 (3) Human Relations in Organizations ³
	SPRING = 14 CREDITS	WR115 (3) Introduction to Expository Writing (or higher)	AH122 (3) Body Structures and Functions II	AH152 (2) Medical Law and Ethics	OA116 (3) Office Procedures	AH151 (3) Reimbursement Management

47 CREDITS = FIRST YEAR TOTAL REQUIREMENT

FALL = 13 CREDITS	OA205 (3) Proofreading and Editing	AH280A (2) CWE: Allied Health ⁴	MLT2005 (4) Basic Phlebotomy	AH131 (4) Clinical Procedures I
WINTER = 14 CREDITS	OA240 (3) Filing and Records Management	PHAR5472 (3) Pharmacology	AC2764 (4) Small Business Accounting ⁵	AH132 (4) Clinical Procedures II
SPRING = 12 CREDITS	BA177 (3) Payroll Records and Accounting	PE231 (3) Wellness for Life ⁶	SP218 (3) Interpersonal Communication ⁷	(3) Specific Elective ⁸

39 CREDITS = SECOND YEAR TOTAL REQUIREMENT

SUMMER = 4 CREDITS	AH280B (4) CWE: Allied Health ⁹
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4 CREDITS = THIRD YEAR TOTAL REQUIREMENT

90 CREDITS = TOTAL PROGRAM REQUIREMENT

PROGRAM NOTES

¹MTH65, MTH95 or higher may be substituted for MTH60.

²BI231, 232, and 233 sequence may be substituted for AH121 & 122.

³PSY203 may be substituted for BA285.

⁴All of the first year courses must be completed with a "C" or better before taking AH280A.

⁵BA212 may be substituted for AC2764.

⁶HE250 or three (3) credits of PE185 may be substituted for PE231.

⁷SP100, SP111, or SP219 may be substituted for SP218.

⁸Specific Elective: AH2522, PHL103, CHEM110, PHAR5473, BI149, FN225; AH180.

⁹All of the first and second year courses must be completed with a "C" or better before taking AH280B.