

# MEDICAL ASSISTING PROGRAM

## ASSOCIATE OF APPLIED SCIENCE IN MEDICAL ASSISTING

Medical assistants are valuable members of the health care team and are trained to perform both administrative and clinical duties. The medical assisting curriculum is a two-year associate of applied science degree program. This program offers the student a broad foundation in medical assisting skills, including a period of practical experience in a medical facility working under the supervision of clinic personnel and the Medical Assisting Program Director.

Training and education consists of learning experiences in anatomy, physiology, pharmacology, infection control, nutrition, effective communication skills, medical business practices including coding and insurance, medical law and ethics, as well as safety and emergency practices. In essence, a trained medical assistant can be employed in all aspects of an ambulatory health facility.

The Arkansas Tech University Medical Assisting Program is accredited by the Commission on Accreditation of Allied Health Education Programs (<https://www.caahep.org>) upon the recommendation of the Medical Assisting Education Review Board (MAERB). Commission on Accreditation of Allied Health Education Programs, 113th St. N, #7709, Seminole, FL 33775-7709; (727) 210-2350; F: 727-210-2354, E: [mail@caahep.org](mailto:mail@caahep.org)

Students who successfully complete the associate degree program for medical assisting will be eligible to sit for the Certified Medical Assistant examination, CMA (AAMA).

*Students who are pursuing a program of study where admission is limited (Cardiac Sonography, Cosmetology, Medical Assisting, Occupational Therapy Assistant, Paramedic/Emergency Medical Services, Physical Therapist Assistant, Practical Nursing and Registered Nursing), will be assigned a major of Associate of General Studies until admitted into their selected program.*

Students are advised that the Medical Assisting Program (MA) is strenuous in nature. Students are therefore not allowed to take additional course work that is not directly related to their degree plan while in the MA Program. If a student has completed all general education course requirements prior to entering the program, the student may not have a full load of twelve credit hours or more (which could affect financial aid eligibility). The MA program is very intense and requires approximately 30-36 hours per week of theory /lab/fieldwork. This does not include prep or study time. The hours ascribed to each semester while in the MA Program are considered by the program to be full time.

### Curriculum

The matrix below is a sample plan for all coursework required for this program.

(60 Semester Credit Hours)

#### Fall

Course Number and Name	Credits
BST 1303 Introduction to Computers or CIS 1113 Fundamental Computer Operation	3
ENGL 1013 <i>Must pass with a "C" or better</i>	3
HSCI 1113 Medical Terminology <i>Must pass with a "C" or better</i>	3
HSCI 1123 Human Anatomical Structure I <i>Must pass with a "C" or better</i>	3
<b>Total Hours</b>	<b>12</b>

#### Spring

Course Number and Name	Credits
ENGL 1023 <i>Must pass with a "C" or better</i>	3

Course Number and Name	Credits
HSCI 1243 Human Anatomical Structure II <i>(prerequisite: HSCI 1123 Human Anatomical Structure I)</i> <i>Must pass with a "C" or better</i>	3
PSY 2003	3
TMAT 1203 Technical Mathematics <i>(or higher math)</i> <i>Must pass with a "C" or better</i>	3
<b>Total Hours</b>	<b>12</b>

Students must apply to and be admitted into the technical phase of the program before taking any of the MA courses below.

### Fall

Course Number and Name	Credits
MA 2113 Basic Pharmacology with an Overview of Microbiology	3
MA 2123 Medical Office Computer Systems and Insurance	3
MA 2133 Medical Assistant Administrative Practice	3
MA 2143 Coding Principles for the Medical Office	3
MA 2153 Medical Assistant Role in Emergency Preparedness	3
<b>Total Hours</b>	<b>15</b>

### Spring

Course Number and Name	Credits
MA 2213 Medical Laboratory Orientation and Instrumentation <i>(co-requisite: MA 2214 Medical Laboratory Orientation and Instrumentation Laboratory)</i>	3
MA 2214 Medical Laboratory Orientation and Instrumentation Laboratory <i>(co-requisite: MA 2213 Medical Laboratory Orientation and Instrumentation)</i>	4
MA 2222 Medical Assistant Practice Laboratory <i>(co-requisite: MA 2223 Medical Assistant Practice)</i>	2
MA 2223 Medical Assistant Practice <i>(co-requisite: MA 2222 Medical Assistant Practice Laboratory)</i>	3
MA 2233 Legal and Ethical Practices of the Medical Office	3
<b>Total Hours</b>	<b>15</b>

### First Summer Session (five-week courses)

Course Number and Name	Credits
MA 2312 Medical Assistant Seminar <i>(co-requisite: MA 2314 Medical Assisting Practicum)</i>	2
MA 2314 Medical Assisting Practicum <i>(co-requisite: MA 2312 Medical Assistant Seminar)</i>	4
<b>Total Hours</b>	<b>6</b>

