

<b>Additional degree requirements</b> .....	<b>3</b>
**ORI 101 Orientation to College .....	1
WKO 101 Workplace Skills Development I .....	2
<b>Total</b> .....	<b>69</b>

## A.A.S. - Medical Assisting

The Medical Assisting Program is intended to prepare students to perform administrative and clinical tasks to assist the physician in many areas of the medical practice. The duties of medical assistants may vary from administrative duties to clinical care and treatment of the patient. Students will learn to take and record medical histories, vital signs, administer medication, sterilize instruments, assist with minor office procedures, and handle patient emergencies. In the laboratory area, students will learn to obtain blood samples and perform routine laboratory procedures. In the administrative area, students will learn to update and file patient medical records, fill out insurance forms and arrange for hospital admissions and laboratory services. Additional administrative duties may include answering phones, greeting patients, handling correspondence, scheduling appointments and billing. Prior to completion of the course of study, students will complete a 250-hour preceptorship in a medical setting.

Upon completion of the program, the student will be awarded the A.A.S. – Associate in Applied Science degree and will be eligible to sit for a certification exam.

	<b>credit hours</b>
<b>Area I: Written Composition</b> .....	<b>3</b>
ENG 101 English Composition I .....	3
<b>Area II: Humanities and Fine Arts</b> .....	<b>6-7</b>
SPH 107 Fundamentals of Public Speaking .....	3
*Humanities/Fine Arts Elective .....	3-4
<b>Area III: Natural Science and Mathematics</b> .....	<b>10</b>
MTH 100 Intermediate College Algebra (or higher) .....	3
BIO 103 Principles of Biology .....	4
CIS 146 Microcomputer Applications .....	3
<b>Area IV: History, Social, and Behavioral Sciences</b> .....	<b>3</b>
Psychology Elective .....	3
<b>Area V: Preprofessional, major, and elective courses</b> .....	<b>49</b>
<i>Required courses</i> .....	<b>47</b>
MAT 101 Medical Terminology .....	3
or HPS 105 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
MAT128 Medical Law and Ethics for the Medical Assistant .....	3

\* Students must choose from among the courses listed on page 78.

\*\* Students may use ORI 105, Orientation and Student Success, to satisfy this requirement. Enrollment in this three credit-hour class will add two semester hours to the student's program total.

MAT 200	Management of Office Emergencies .....	3
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 .....	3
MAT 220	Medical Office Insurance .....	3
MAT 221	Medical Transcription .....	3
MAT 229	Medical Assisting Preceptorship .....	3
EMS 100	Cardiopulmonary Resuscitation .....	1

**Additional degree requirements .....** **3**

**ORI 101	Orientation to College .....	1
WKO 101	Workplace Skills Development .....	2

**Total .....** **71 - 72**

\*\* Students may use ORI 105, Orientation and Student Success, to satisfy this requirement. Enrollment in this three credit-hour class will add two semester hours to the student's program total.

**Suggested course sequence**

<b>First Term</b>	<b>Second Term</b>	<b>Third Term</b>
ORI 101/105	CIS 146	Humanities Elective
EMS 100	MTH 100	MAT 103
BIO 103	MAT 102	MAT 120
ENG 101	MAT 111	MAT 121
MAT 101		MAT 125
		MAT 211
<b>Fourth Term</b>	<b>Fifth Term</b>	
MAT 200	PSY 200	
MAT 215	SPH 106 or 107	
MAT 216	WKO 101	
MAT 220	MAT 128	
MAT 221	MAT 229	

**Admission requirements**

All students entering the Medical Assisting Program must meet the following admission requirements.

1. Must be high school graduates or possess a GED certificate.
2. Must submit all required health documents prior to preceptorship course (MAT 229/239). All required health documents must be dated within six months of entering pre-ceptorship.
3. Must complete a criminal background check and drug screen prior to preceptorship course (MAT 229/239). All criminal background checks and drug screens must be dated within 90 days of entering preceptorship.
4. Must have a valid CPR card prior to entering preceptorship.
5. Must meet the essential functions required for medical assisting. As a member of the healthcare team these essential functions include visual acuity with corrective lenses, if required; hearing ability with auditory aids to understand the normal speaking voice without viewing the speaker's face; sufficient physical ability to question the client and relay information about the client verbally to others; and manual dexterity to provide

safe, effective procedures in delivery of health care. Reasonable accommodations will be considered if a student is unable to meet the essential functions.

6. All developmental coursework must be completed prior to entering the medical assisting program and may require additional time to complete the program.
7. Must be able to comply with any additional requirements as outlined by the clinical agencies such as dress code and confidentiality training.

### Progression

Each term, students are allowed to progress in the Medical Assisting Program as they meet the following criteria:

1. Receive a grade of 'C' or above in all MAT courses.
2. Receive a 'satisfactory' rating for all clinical, administrative, and laboratory skills components.
3. Receive a score of 80 percent or higher on any drug calculation exam.

Students are limited to a total of two attempts in any MAT course before advancing in the Medical Assisting Program. Withdrawals are allowed according to College policy. A grade of 'W' will be recorded as a withdrawal. Grades of 'F' and 'D' will be considered unsuccessful attempts

### Readmission

Students who are not enrolled in the Medical Assisting Program for two or more consecutive terms, excluding summer terms, are required to meet current admission criteria and to comply with the current program of study. Previous work is subject to reevaluation under the policies and program requirements in effect at the time of readmission to the Medical Assisting Program.

### Transfer students

Students who have been enrolled in other programs are evaluated individually to determine appropriate placement.

## A.A.S. - Nursing (ADN)

### Associate Degree Nursing Curriculum

The Associate Degree Nursing Program enables the student to complete a 5-semester curriculum leading to an Associate in Applied Science degree in Nursing. In order to graduate from the program, the student must complete a total of 72 semester hours, including 30 hours of general education credit and 42 hours of nursing core courses. Upon successful completion of the curriculum, the student will be qualified to apply to write the National Council Licensure Examination: NCLEX –RN.

The nursing program is approved by the Alabama Board of Nursing. All agencies used as clinical experience for students are approved by their appropriate accrediting organization.

It is important for nursing students to note however, that the review of candidates for eligibility for initial and continuing licensure in Alabama will include questions concerning such matters as whether they have ever been arrested or convicted of a criminal offense and whether they have ever been arrested for or convicted of driving under the influence of alcohol. Application to write the examination may be denied on the basis of the review.