

CURRICULUM STANDARD

<i>Effective Term</i> Fall 2017 [2017*03]

Curriculum Program Title	Medical Assisting	Program Code	A45400
Concentration	(not applicable)	CIP Code:	51.0801

Curriculum Description

The Medical Assisting curriculum prepares multi-skilled health care professionals qualified to perform administrative, clinical, and laboratory procedures.

Course work includes instruction in scheduling appointments, coding and processing insurance accounts, billing, collections, computer operations; assisting with examinations/treatments, performing routine laboratory procedures, electrocardiography, supervised medication administration; and ethical/legal issues associated with patient care.

Graduates of CAAHEP-accredited medical assisting programs may be eligible to sit for the American Association of Medical Assistants' Certification Examination to become Certified Medical Assistants. Employment opportunities include physicians' offices, health maintenance organizations, health departments, and hospitals.

Curriculum Requirements*

[for associate degree, diploma, and certificate programs in accordance with 1D SBCCC 400.10]

- I. **General Education.** Degree programs must contain a minimum of 15 semester hours including at least one course from each of the following areas: humanities/fine arts, social/behavioral sciences, and natural sciences/mathematics. Degree programs must contain a minimum of 6 semester hours of communications. Diploma programs must contain a minimum of 6 semester hours of general education; 3 semester hours must be in communications. General education is optional in certificate programs.
- II. **Major Hours.** AAS, diploma, and certificate programs must include courses which offer specific job knowledge and skills. Work-based learning may be included in associate in applied science degrees up to a maximum of 8 semester hours of credit; in diploma programs up to a maximum of 4 semester hours of credit; and in certificate programs up to a maximum of 2 semester hours of credit. *(See second page for additional information.)*
- III. **Other Required Hours.** A college may include courses to meet graduation or local employer requirements in a certificate, diploma, or associate in applied science program. These curriculum courses shall be selected from the Combined Course Library and must be approved by the System Office prior to implementation. Restricted, unique, or free elective courses may not be included as other required hours.

	AAS	Diploma	Certificate
Minimum General Education Hours	15	6	0
Minimum Major Hours	49	30	12
Other Required Hours	0-7	0-4	0-1
Total Semester Hours Credit (SHC)	64-76	36-48	12-18

**Within the degree program, the institution shall include opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and basic use of computers.*

Major Hours

- A. Core.** The subject/course core is comprised of subject areas and/or specific courses which are required for each curriculum program. A diploma program offered under an approved AAS program standard or a certificate which is the highest credential level awarded under an approved AAS program standard must include a minimum of 12 semester hours credit derived from the subject/course core of the AAS program.
- B. Concentration** *(if applicable)*. A concentration of study must include a minimum of 12 semester hours credit from required subjects and/or courses. The majority of the course credit hours are unique to the concentration. The required subjects and/or courses that make up the concentration of study are in addition to the required subject/course core.
- C. Other Major Hours.** Other major hours must be selected from prefixes listed on the curriculum standard. A maximum of 9 semester hours of credit may be selected from any prefix listed, with the exception of prefixes listed in the core or concentration. Work-based learning may be included in associate in applied science degrees up to a maximum of 8 semester hours of credit; in diploma programs up to a maximum of 4 semester hours of credit; and in certificate programs up to a maximum of 2 semester hours of credit.

Medical Assisting A45400

	AAS	Diploma	Certificate																																																									
Minimum Major Hours Required	49 SHC	30 SHC	12 SHC																																																									
<p>A. CORE <i>A diploma offered under this AAS degree requires a minimum of 12 SHC extracted from the required subject/course core of the AAS degree.</i></p> <p>Required Courses:</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 10%;">MED 110</td><td style="width: 70%;">Orientation to Medical Assisting</td><td style="width: 20%; text-align: right;">1 SHC</td></tr> <tr><td>MED 130</td><td>Administrative Office Procedures I</td><td style="text-align: right;">2 SHC</td></tr> <tr><td>MED 131</td><td>Administrative Office Procedures II</td><td style="text-align: right;">2 SHC</td></tr> <tr><td>MED 140</td><td>Exam Room Procedures I</td><td style="text-align: right;">5 SHC</td></tr> <tr><td>MED 150</td><td>Lab Procedures I</td><td style="text-align: right;">5 SHC</td></tr> <tr><td>MED 260</td><td>Medical Clinical Practicum</td><td style="text-align: right;">5 SHC</td></tr> </table> <p>Required Subject Areas:</p> <p>Anatomy & Physiology. Select one:</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 10%;">BIO 160</td><td style="width: 70%;">Introductory Life Science</td><td style="width: 20%; text-align: right;">3 SHC</td></tr> <tr><td>BIO 161</td><td>Introduction to Human Biology</td><td style="text-align: right;">3 SHC</td></tr> <tr><td>BIO 163</td><td>Basic Anatomy & Physiology</td><td style="text-align: right;">5 SHC</td></tr> <tr><td>BIO 166</td><td>Anatomy and Physiology II</td><td style="text-align: right;">4 SHC</td></tr> <tr><td>BIO 169</td><td>Anatomy and Physiology II</td><td style="text-align: right;">4 SHC</td></tr> <tr><td>MED 116</td><td>Introduction to Anatomy & Physiology</td><td style="text-align: right;">4 SHC</td></tr> </table> <p>Medical/Legal Issues. Select one:</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 10%;">MED 118</td><td style="width: 70%;">Medical Law and Ethics</td><td style="width: 20%; text-align: right;">2 SHC</td></tr> <tr><td>OST 149</td><td>Med Legal Issues</td><td style="text-align: right;">3 SHC</td></tr> </table> <p>Terminology. Select one sequence:</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 10%;">MED 121</td><td style="width: 70%;">Medical Terminology I</td><td style="width: 20%; text-align: right;">3 SHC &</td></tr> <tr><td>MED 122</td><td>Medical Terminology II</td><td style="text-align: right;">3 SHC</td></tr> <tr><td colspan="3" style="text-align: center;"><i>or</i></td></tr> <tr><td>OST 141</td><td>Med Office Terms I</td><td style="text-align: right;">3 SHC &</td></tr> <tr><td>OST 142</td><td>Med Office Terms II</td><td style="text-align: right;">3 SHC</td></tr> </table>	MED 110	Orientation to Medical Assisting	1 SHC	MED 130	Administrative Office Procedures I	2 SHC	MED 131	Administrative Office Procedures II	2 SHC	MED 140	Exam Room Procedures I	5 SHC	MED 150	Lab Procedures I	5 SHC	MED 260	Medical Clinical Practicum	5 SHC	BIO 160	Introductory Life Science	3 SHC	BIO 161	Introduction to Human Biology	3 SHC	BIO 163	Basic Anatomy & Physiology	5 SHC	BIO 166	Anatomy and Physiology II	4 SHC	BIO 169	Anatomy and Physiology II	4 SHC	MED 116	Introduction to Anatomy & Physiology	4 SHC	MED 118	Medical Law and Ethics	2 SHC	OST 149	Med Legal Issues	3 SHC	MED 121	Medical Terminology I	3 SHC &	MED 122	Medical Terminology II	3 SHC	<i>or</i>			OST 141	Med Office Terms I	3 SHC &	OST 142	Med Office Terms II	3 SHC	31-34 SHC	12 SHC	
MED 110	Orientation to Medical Assisting	1 SHC																																																										
MED 130	Administrative Office Procedures I	2 SHC																																																										
MED 131	Administrative Office Procedures II	2 SHC																																																										
MED 140	Exam Room Procedures I	5 SHC																																																										
MED 150	Lab Procedures I	5 SHC																																																										
MED 260	Medical Clinical Practicum	5 SHC																																																										
BIO 160	Introductory Life Science	3 SHC																																																										
BIO 161	Introduction to Human Biology	3 SHC																																																										
BIO 163	Basic Anatomy & Physiology	5 SHC																																																										
BIO 166	Anatomy and Physiology II	4 SHC																																																										
BIO 169	Anatomy and Physiology II	4 SHC																																																										
MED 116	Introduction to Anatomy & Physiology	4 SHC																																																										
MED 118	Medical Law and Ethics	2 SHC																																																										
OST 149	Med Legal Issues	3 SHC																																																										
MED 121	Medical Terminology I	3 SHC &																																																										
MED 122	Medical Terminology II	3 SHC																																																										
<i>or</i>																																																												
OST 141	Med Office Terms I	3 SHC &																																																										
OST 142	Med Office Terms II	3 SHC																																																										
B. CONCENTRATION <i>(Not applicable)</i>																																																												
<p>C. OTHER MAJOR HOURS <i>To be selected from the following prefixes</i> ACC, BIO, BUS, CIS, CSC, CTS, HBI, HIT, HSC, MED, NUR, NUT, OST, SPA, and WBL</p> <p><i>Up to two semester hour credits may be selected from ACA.</i></p> <p><i>Up to three semester hour credits may be selected from the following prefixes: ARA, ASL, CHI, FRE, GER, ITA, JPN, LAT, POR, RUS and SPA.</i></p>																																																												