



A DUAL ENROLLMENT CAREER PATHWAY FOR

MEDICAL ASSISTING

tctc.edu/careerpathways

About the Program

- This multi-skilled profession allows you to provide important healthcare duties in primarily non-hospital, or ambulatory care settings, which means you won't have the rigorous schedule that includes long days, nights, or weekends.
- Get a head start on your Medical Assisting (MED) program by completing some or all MED general education courses while still in high school.
- Be ready to begin MED courses in the fall and graduate with your Medical Assisting Diploma in 3 semesters.

About the Pathway

- Take your dual enrollment courses at one of TCTC's campuses alongside college students or at a college site in your school district.
- Upon completion of the MED program, become a Certified Medical Assistant after passing the AAMA (American Association of Medical Assistants) exam.
- As a Medical Assistant, qualify for employment with physician offices, labs, or other ambulatory care centers.
- The Bureau of Labor Statistics predicts Medical Assisting as one of the fastest growing professions with an increase of 21% from 2019-2028.

Medical Assisting CAREER PATHWAY

IN HIGH SCHOOL

For Health Science Technology students:
TAP credit available for AHS 102 with successful completion of TAP exam.

FALL

- MAT 155 or MAT 120*
- ENG 155 or ENG 101*

SPRING

- BIO 101*
- PSY 103, PSY 120, or PSY 201*

*These classes if you plan to continue education beyond Diploma in Medical Assisting, but are encouraged for diploma also.

**HIGH SCHOOL GRADUATION
AND
12 HOURS COLLEGE CREDIT**

AFTER HIGH SCHOOL

Medical Assisting Diploma

FALL

- AHS 102 (or passing TAP exam score)
- MED 103
- MED 107
- MED 118
- BIO 112 or BIO 210 (Requires BIO 101 as prerequisite)*

SPRING

- MED 104
- MED 114
- MED 115
- AHS 105
- SPC 205* (required if ENG 101 is taken instead of eng 155)

SUMMER

- MED 116
- MED 156

SC Mean Annual Wages

\$34,210

AFTER TCTC GRADUATION

Students can immediately begin working as a Medical Assistant until certification, with some being offered employment from their clinical sites prior to graduation.

This program prepares graduates to transition into nursing or other health professions field at a later date, making the graduate more marketable for employment.

CONNECT WITH US

hsde@tctc.edu | 864-646-1505

MEDICAL ASSISTING COURSE DESCRIPTIONS

Medical assistants are multi-skilled health professionals specifically educated to work in ambulatory settings, performing administrative and clinical duties. The practice of medical assisting directly influences the public's health and well-being and requires mastery of a complex body of knowledge and specialized skills requiring both formal education and practical experience that serve as standards for entry into the profession.

AHS 102 - Medical Terminology

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course covers medical terms, including roots, prefixes, and suffixes, with emphasis on spelling, definition, and pronunciation.

AHS 105 - Medical Ethics and Law

Class Hours: 2 Lab Hours: 0 Credit Hours: 2

The course provides a study of ethical conduct and legal responsibility related to health care.

Note: This course is only offered in Fall and Spring. Course is only offered online.

BIO 101 - BIOLOGICAL SCIENCE I

Class Hours: 3 Lab Hours: 3 Credit Hours: 4

This course is the first of a sequence introducing biology. Topics include the scientific method, basic biochemistry, cell structure and function, cell physiology, cell reproduction and development, Mendelian genetics, population genetics, natural selection, evolution, and ecology. Laboratory requirement supplements lectures.

Prerequisites: Satisfactory placement test scores for ENG 101 or completion of ENG 101, ENG 103, ENG 155 or ENG 100 and RDG 100. Satisfactory placement test scores for MAT 101 or completion of MAT 032, MAT 101, MAT 102, MAT 103, MAT 109, MAT 110, MAT 111, MAT 120, MAT 130, MAT 138, or MAT 140. Completion of BIO 105 and CHM 105 replaces MAT and ENG prerequisites. All prerequisite courses require a grade of "C" or higher.

Note: Credit may not be earned for both BIO 101 and BIO 105 or BIO 113.

BIO 112 - Basic Anatomy and Physiology

Class Hours: 3 Lab Hours: 3 Credit Hours: 4

This course is a basic integrated study of the structure and function of the human body. Topics include the anatomy and physiology of cells, tissues, organs, and systems. Laboratory requirement supplements lectures.

Prerequisites: Completion of BIO 105 with grade of C or higher recommended.

Note: Credit may not be earned for both BIO 112 and BIO 210. This course will not satisfy any Associate of Science requirements.

BIO 210 - Anatomy and Physiology I

Class Hours: 3 Lab Hours: 3 Credit Hours: 4

This is the first in a sequence of courses, including an intensive coverage of the body as an integrated whole. All body systems are studied. Topics include terminology, biological chemistry, cells, tissues, and the following systems: integumentary, skeletal, muscular, nervous, special senses. Laboratory requirement supplements lecture.

Prerequisites: Completion of BIO 101 or BIO 113 with a grade of C or higher.

Note: Credit may not be earned for both BIO 210 and BIO 112. (UNIVERSITY TRANSFER)

ENG 101 - English Composition I

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This is a (college transfer) course in which the following topics are presented: a study of composition in conjunction with appropriate literary selections, with frequent theme assignments to reinforce effective writing. A review of standard usage and the basic techniques of research are also presented.

Prerequisites: Satisfactory Writing placement score or a grade of C or higher in ENG 100 or in ENG 155 and satisfactory Reading placement score or a grade of C or higher in RDG 100.

ENG 155 - Communications I

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course introduces the principles of expository writing and public speaking through practice and development of communication skills.

Prerequisites: Satisfactory Writing placement score or grade of C or higher in ENG 032 and satisfactory Reading placement score or a grade of C or higher in RDG 100.

Note: This course cannot be used for an AA or AS degree.

MAT 120 - Probability and Statistics

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course includes the following topics: introductory probability and statistics, including organization of data; sample space concepts; random variables; counting problems; binomial and normal distributions; central limit theorem; confidence intervals and test hypothesis for large and small samples; types I and II errors; linear regression and correlation.

Prerequisites: Satisfactory math placement score or MAT 102 with a grade of "C" or higher, or MAT 101 with a grade of A and a satisfactory reading placement score or ROG 100 with a grade of "C" or higher or ENG 101 or ENG 103 with a grade of "C" or higher.

MAT 155 - Contemporary Mathematics

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course includes techniques and applications of the following topics: properties of and operations with real numbers, elementary algebra, consumer mathematics, applied geometry, measurements, graph sketching and interpretations, and descriptive statistics.

Prerequisites: Satisfactory math placement score or MAT 032 with a grade of "C" or higher. Note: This course cannot be used for an AA or AS degree.

MED 103 - Medical Assisting Introduction

Class Hours: 2 Lab Hours: 3 Credit Hours: 3

This course provides an introduction to the profession of medical assisting, including qualifications, duties, and the role of the medical assistant.

Note: Course is only offered in Fall.

MED 104 - Medical Assisting Administrative Procedures

Class Hours: 3 Lab Hours: 3 Credit Hours: 4

This course provides a study of receptionist duties, patient record management, insurance claims processing, ICD-10-CM, CPT, and HCPCS coding, letter writing, computer applications and the use of other business machines.

Prerequisite: MED 103.

Note: Course is only offered in Spring.

MED 107 - Medical Office Management

Class Hours: 4 Lab Hours: 0 Credit Hours: 4

This course provides a study of the principles and practices of banking and accounting procedures, billing methods, and office management.

Note: Course is only offered in Fall.

MED 114 - Medical Assisting Clinical Procedures

Class Hours: 3 Lab Hours: 3 Credit Hours: 4

This course covers examination room techniques, including vital signs, specialty examination, minor surgical techniques, and emergency procedures.

Note: Course is only offered in Spring.

MED 115 - Medical Office Lab Procedures I

Class Hours: 3 Lab Hours: 3 Credit Hours: 4

This course provides a study of laboratory techniques commonly used in physicians' offices and other facilities.

Prerequisites: MED 103.

Note: Course is only offered in Spring.

MED 116 - Medical Office Lab Procedures II

Class Hours: 3 Lab Hours: 3 Credit Hours: 4

This course includes the study of laboratory techniques commonly used in physicians' offices and other facilities.

Prerequisites: MED 115.

Note: Course is only offered in Summer.

MED 118 - Pharmacology for the Medical Assistant

Class Hours: 3 Lab Hours: 3 Credit Hours: 4

This course provides a study of medical office pharmacology and drug calculations along with medication preparation and administration.

Note: Course is only offered in Fall.

MED 156 - Clinical Experience I

Class Hours: 2 Lab Hours: 12 Credit Hours: 6

This course provides direct experience in a physician's office or other selected medical facilities.

Prerequisites: MED 115.

Note: Course is only offered in Summer.

PSY 103 - Human Relations

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course is a study of human relations, including the dynamics of behavior, interrelationships, and personality as applied in everyday life. This course counts as elective credit only in the AA or AS degree programs.

Prerequisites: MED 115.

Note: Course is only offered in Fall and Summer.

PSY 120 - Organizational Psychology

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course is a study of basic psychological principles of supervision and organizational dynamics and includes the application of psychological concepts of human behavior to the self, groups, and the workplace.

This course counts as elective credit only in the AA and AS degree programs.

Note: Course offering every term. Online offering only in Summer.

PSY 201 - General Psychology

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course includes the following topics and concepts in the science of behavior: scientific method, biological bases for behavior, perception, motivation, learning memory, development, personality, abnormal behavior, therapeutic techniques, and social psychology.

Prerequisites: Reading and writing placement scores for ENG 101 or completion of ENG 100, ENG 101, or ENG 155 with a grade of C or higher. BIO 101 strongly recommended.

SPC 205 - Public Speaking

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course is an introduction to principles of public speaking with application of speaking skills.

Prerequisites: A grade of C or higher in ENG 101, ENG 103, ENG 155, or ENG 156.

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TCTC
Tri-County Technical College