

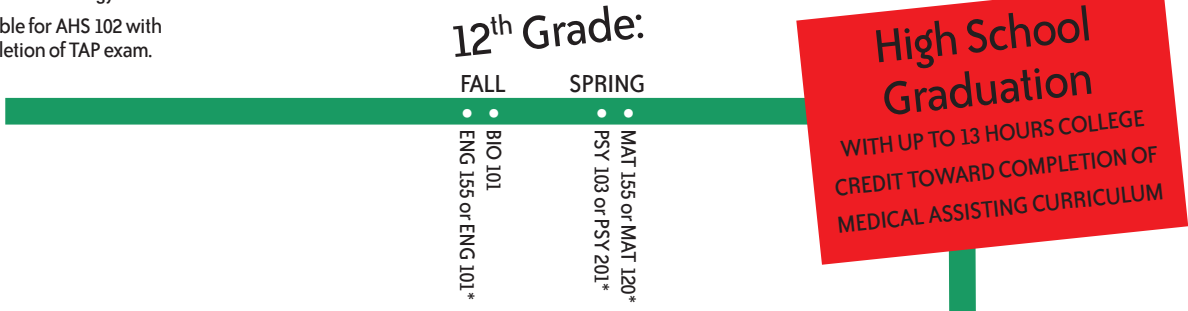


CAREER PATHWAYS FOR SUCCESS

A DUAL ENROLLMENT CAREER PATHWAY FOR MEDICAL ASSISTING

For Health Science Technology students:

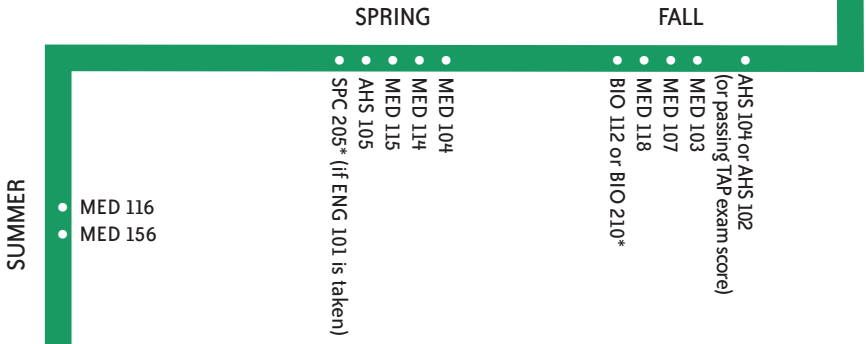
TAP credit available for AHS 102 with successful completion of TAP exam.



High School Graduation
 WITH UP TO 13 HOURS COLLEGE CREDIT TOWARD COMPLETION OF MEDICAL ASSISTING CURRICULUM

*These classes if you plan to continue education beyond Diploma in Medical Assisting.

- HIGH SCHOOL OR SUMMER COURSEs OPTIONAL:
 SPC 205* (if ENG 101* is taken)
 BIO 112



MEDICAL ASSISTING DIPLOMA

EXIT NOW	
Local Annual ENTRY-LEVEL	\$27,000
National MEDIAN	\$31,000

Graduate from High School with up to 13 Hours of College Credit

- Take your dual enrollment courses at one of TCTC's campuses alongside college students or at a college site in your school district.
- 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.
- Upon completion of the MED program, become a Certified Medical Assistant after passing the AAMA (American Association of Medical Assistants).
- 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 29% from 2016-2026.

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 104 - Medical Vocabulary/Anatomy and Physiology

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

This course introduces the fundamental principles of medical terminology and includes a survey of human anatomy and physiology.

AHS 105 - Medical Ethics and Law

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

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

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: BIO 101, BIO 105 or BIO 113 with a grade of C or better or permission of the department head.

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 better.

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 above, or MAT 101 with a grade of A. And a Compass Reading score of 83 or RDG 100 with a grade of C or better or ENG 101 with a grade of C or better.

MAT 155 - Contemporary Mathematics

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

This course includes techniques and applications of the following topics: elementary number theory; algebra; geometry; measurement; graph sketching and interpretations, and descriptive statistics.

Prerequisites: Satisfactory math placement score or MAT 032 with a grade of C or better.

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.

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-9CM, CPT and HCPCS coding, letter writing, computer applications, and the use of other business machines.

Prerequisites: MED 103.

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.

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.

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.

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.

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.

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.

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.

Prerequisites: MED 115.

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.

(UNIVERSITY TRANSFER)