

# Medical Assisting (Associate of Applied Science) - Southaven

## Associate of Applied Science

Contact Hours: 1,205

Semester Credits: 62

Instructional Weeks – Full Time: 30

Average Time to Complete – Full Time: 8 Months

Program offered at: Southaven, Mississippi

## Medical Assisting (Associate of Applied Science) Mission Statement:

The purpose of the Medical Assisting degree program is to provide students the opportunity, along with their occupational skills, to develop essential basic skills for continued learning and career development through general education courses that include: mathematics; written, verbal and nonverbal communications; interpersonal skills; critical thinking; the sciences; and the humanities.

## Learning Objectives / Instructional Outcomes

The program includes general education courses covering mathematics, written, verbal, and nonverbal communications; interpersonal skills; critical thinking; the sciences; and the humanities. Learning objectives include achievement of sufficient theoretical knowledge and practical skills in the areas of anatomy, physiology, pathology, the body systems, medical terminology, medical front office procedures, venipuncture, laboratory diagnostic procedures, EKG, and administration of parenteral medications to function successfully in an entry-level position as a Medical Assistant in a clinic or physician's office.

## Career Overview

Whether in a physician's office, a clinic, or hospital-owned physician network, the Medical Assistant performs many services on the physician's behalf. These may include admissions work, preparing the patient for examination or treatment, operating diagnostic equipment, and performing diagnostic procedures. The Medical Assistant is also responsible for the patient's medical records and insurance forms as well as for scheduling appointments and maintaining medical records for the physician.

**In order to graduate from the Medical Assisting (Associate of Applied Science) program, students must successfully complete the following curriculum:**

## Transfer Courses

Course #	Course Title	Theory Hours	Lab Hours	Externship Hours	Semester Credit Hours
CPSO1111	Career Path Success A (Transfer Course)	15			1
CPSO1112	Career Path Success B (Transfer Course)	15			1
CPSO1113	Career Path Success C (Transfer Course)	15			1
CPSO1114	Career Path Success D (Transfer Course)	15			1
CPSO1115	Career Path Success E (Transfer Course)	15			1

CPSO1116	Career Path Success F (Transfer Course)	15			1
MDCA1414	Medical Assisting A (Transfer Course)	40	40		4
MDCA1424	Medical Assisting B (Transfer Course)	40	40		4
MDCA1434	Medical Assisting C (Transfer Course)	40	40		4
MDCA1444	Medical Assisting D (Transfer Course)	40	40		4
MDCA1454	Medical Assisting E (Transfer Course)	40	40		4
MDCA1464	Medical Assisting F (Transfer Course)	40	40		4
MDCA1201	Externship I (Transfer Course)			115	2.5
MDCA1202	Externship II (Transfer Course)			115	2.5
<b>Subtotal</b>		<b>330</b>	<b>240</b>	<b>230</b>	<b>35</b>

## Required Courses

Course #	Course Title	Theory Hours	Lab Hours	Externship Hours	Semester Credit Hours
BIOL1301 *	Anatomy & Physiology	45	0	0	3
COMM1310 *	Elements of Human Communication	45	0	0	3
CSCI1310 *	Computer Science	45	0	0	3
ENGL1310 *	English Composition I	45	0	0	3
MATH1320 *	College Algebra	45	0	0	3
PSYC1320 *	Human Growth & Development	45	0	0	3
PHIL1310 *	Critical Thinking	45	0	0	3
PSYC1310 *	General Psychology	45	0	0	3
SOCI1310 *	Introduction to Sociology	45	0	0	3
<b>Subtotal</b>		<b>405</b>	<b>0</b>	<b>0</b>	<b>27</b>

\* These courses are offered online.

## Admission to the Program

Students who have successfully completed the Medical Assistant diploma program from the same campus, or are transferring into the program with the equivalent approved content from another Medical Assistant diploma program from a regionally or nationally accredited post-secondary educational institution recognized by the United States Department of Education, will receive block transfer credit totaling 35 semester credits for CPSO1111, CPSO1112, CPSO1113, CPSO1114, CPSO1115, CPSO1116, MDCA1414, MDCA1424, MDCA1434, MDCA1444, MDCA1454, MDCA1464, MDCA1201 and MDCA1202 as outlined in the chart above. The remaining number of credits required to complete the program is 27. No student may enroll into the Medical Assistant Associate of Applied Science degree program without first completing a Medical Assistant diploma program or equivalent.

A graduate of a Concorde Medical Assistant diploma program is exempt from additional entrance requirements. For other applicants, all other entrance requirements as outlined in the Admissions section of this catalog also apply.

For all students starting on or after July 11, 2022

## Transfer Courses

Course #	Course Title	Theory Hours	Lab Hours	Externship Hours	Semester Credit Hours
MDCA1513	General Patient Care, Skeletal and Muscular Systems (Transfer Course)	55	40	0	5
MDCA1523	Medical Ethics, Nervous and Sensory Systems (Transfer Course)	55	40	0	5
MDCA1533	Office Procedures, Digestive and Reproductive Systems (Transfer Course)	55	40	0	5
MDCA1543	Endocrine, Cardiology, and Professional Communication (Transfer Course)	55	40	0	5
MDCA1553	Diagnostic Procedures, Hematology, Urinary System & Medical Billing (Transfer Course)	55	40	0	5
MDCA1563	Pharmacology, Health Insurance and Respiratory System (Transfer Course)	55	40	0	5
MDCA1201	Externship I (Transfer Course)			115	2.5
MDCA1202	Externship II (Transfer Course)			115	2.5
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