

# Medical Assisting (Associate of Applied Science) - Memphis

## 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: Memphis, Tennessee

## 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.

## Admission to the Program and Block Transfer

Applicants to the program must be graduates of a Medical Assisting/Assistant Program and:

- Graduates of any Concorde Medical Assisting/Assistant diploma program will receive 35 semester credits as a block transfer when enrolling in the Medical Assisting Associate of Applied Science program at Memphis. A graduate of a Concorde Medical Assisting/Assistant diploma program is exempt from additional entrance requirements.
- Graduates of Medical Assisting/Assistant program from non-Concorde institutionally accredited postsecondary educational institutions recognized by the United States Department of Education may receive 35 semester credits upon evaluation of a transcript from the issuing school. In addition, non-Concorde applicants must meet all other entrance requirements as outlined in the Admissions section of this catalog.

## Required Courses

Course #	Course Title	Theory Hours	Lab Hours	Externship Hours	Semester Credit Hours
--	Block Transfer				35

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>Total</b>		<b>405</b>	<b>0</b>	<b>0</b>	<b>62</b>

\* These courses are offered online.