

REQUEST TO APPROVE MODIFICATION OF THE MEDICAL ASSISTANT PROGRAM

Recommendation:

The Instructional Council recommends approval of modification to the Medical Assistant (MDA) Program, including the Associate of Applied Science (AAS) and Certificate of Applied Science (CAS). Details of deletions noted in text below.

Summary:

The purpose of the modification is to include a cross-listing of MAT 103 and BUS 133 and to clarify the language of the math section. Effective date will be Fall, 2014.

Medical Assistant (MDA) (AAS/CAS)

About this Program

The Northland Pioneer College Medical Assistant program trains students for a career providing patient care and physician assistance in medical offices and clinics. Classes include front- and back-office theory and procedures, preparing students for national certification examination. A 160-hour externship is required.

Associate of Applied Science (AAS)

About this Degree • 64 credits

To complete an **Associate of Applied Science degree in Medical Assistant** a student must complete 18 general education requirement credits, 34 program core requirement credits, nine credits of required electives and three credits of unrestricted electives.

General Education Requirements • 18 credits

Communications • 6 credits

- ENL 101 College Composition I 3 credit
- Plus one of the following:
- ENL 102 College Composition II 3 credit
- ENL 109 Technical Writing..... 3 credit

Mathematics • 3 credits



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~~Any MAT course numbered 100 or higher 3 credit~~ **BUS133 or MAT103 or MAT105 or MAT109 or any course for which MAT109 is a prerequisite.....3 credit**

Discipline Studies • 9 credits

Per AAS Discipline Studies list on page 60-61.

Arts and Humanities 3 credit
Social and Behavioral Sciences 3 credit
and PSY 101 Introduction to Psychology 3 credit

Core Requirements • 34 credits

BIO 160 Introduction to Human Anatomy
and Physiology 4 credit
or

BIO 201 AND 202*

Human Anatomy and Physiology I & II
BUS 119 Medical Office
Administrative Procedures 3 credit
BUS 231 MS Office Level I 3 credit
HES 109 Phlebotomy 4 credit
HES 170 Medical Terminology
for Clinical Health Professionals 3 credit
HES 180 Basic Pharmacology 3 credit
MDA 124 Clinical Procedures I 5 credit
MDA 125 Clinical Procedures II 5 credit
MDA 126 Medical Assistant Externship 4 credit

*See an NPC academic adviser if selecting the BIO 201/202 option

Required Electives • 9 credits

Select a minimum of nine credits from the following courses:

BUS 105 Techniques of Supervision 3 credit
BUS 112 Fundamentals of Bookkeeping 3 credit
CIS 105 Computer Applications and
Information Technology 3 credit
HES 120 Law and Ethics
of the Health Care Professional 3 credit
HES 145 Nutrition 3 credit

Unrestricted Electives • 3 credits

Any unduplicated 100 or higher level course 3 credit

Certificate of Applied Science (CAS)

To complete a **Certificate of Applied Science in Medical Assistant**, a student must complete **40 credit hours**: 34 core requirement credits, three credits from ENL 101 and three MAT credits or **BUS 133**.



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