

# MEDICAL ASSISTING ADMINISTRATIVE FOCUS, ASSOCIATE OF APPLIED SCIENCE

Curriculum Code #2143

Effective May 2023

Division of Health and Wellness Sciences (<http://catalog.lorainccc.edu/academic-programs/allied-health-nursing-health-physical-education-recreation/>)

The medical assisting program provides its students with an orientation to the medical field as an assistant to the physician. Students are introduced to procedures in medical examination, use of laboratory equipment and office business procedures used in health care facilities. Upon completion of the first two semesters of the accredited program, students are eligible to take the certification examination of the American Association of Medical Assistants. Those wishing to continue their education may complete all courses for the associate of applied science degree. Lorain County Community College has articulation agreements with colleges and universities including programs offered by Lorain County Community College's University Partnership.

## First Year

Fall Semester		Hours
ALHN 110	MEDICAL TERMINOLOGY	3
BIOG 115	BODY STRUCTURE AND FUNCTION <sup>1</sup>	3
MDAS 101	FUNDAMENTAL PROCEDURES IN THE MEDICAL OFFICE <sup>1,2</sup>	3
MDAS 102	INSURANCE AND CODING IN THE MEDICAL OFFICE <sup>1,2</sup>	3
MDAS 103	BASIC ADMINISTRATIVE MEDICAL ASSISTING FUNCTIONS <sup>1,2</sup>	1
MDAS 104	BOOKKEEPING FUNCTIONS IN THE MEDICAL OFFICE <sup>1,2</sup>	2
SDEV 101	INTRODUCTION TO THE LCCC COMMUNITY <sup>3</sup>	1
<b>Hours</b>		<b>16</b>

## Spring Semester

CISS 121	MICROCOMPUTER APPLICATIONS I	3
ENGL 161	COLLEGE COMPOSITION I	3
MDAS 105	DIAGNOSTIC TESTING IN THE MEDICAL OFFICE <sup>1,2</sup>	2
MDAS 106	SPECIMEN COLLECTION IN THE MEDICAL OFFICE <sup>1,2</sup>	2
MDAS 107	PATIENT CARE IN THE MEDICAL OFFICE <sup>1,2</sup>	5
MDAS 108	MEDICAL ASSISTING PRACTICUM <sup>1,2</sup>	1
PSYH 151	INTRODUCTION TO PSYCHOLOGY	3
<b>Hours</b>		<b>19</b>

## Second Year

Fall Semester		Hours
ALHN 118	PHARMACOLOGY FOR ALLIED HEALTH AND NURSING <sup>2</sup>	3

ALHN 121	GENERAL PATHOLOGY <sup>2</sup>	2
BADM 155	INTRODUCTION TO BUSINESS ADMINISTRATION	3
BADM 161	BUSINESS LAW I	3
BADM 251	PRINCIPLES OF MANAGEMENT	3
<b>Hours</b>		<b>14</b>
Spring Semester		Hours
BADM 165	LEGAL ENVIRONMENT OF BUSINESS	3
BADM 255	HUMAN RESOURCES MANAGEMENT <sup>2</sup>	3
CMMC 151	ORAL COMMUNICATION	3
or CMMC 165	or INTERPERSONAL COMMUNICATION	
MTHM 158	QUANTITATIVE REASONING	3
<b>Hours</b>		<b>12</b>
<b>Total Hours</b>		<b>61</b>

1

Indicates that a grade of C (2.0) or better must be earned in order to continue in the sequence.

2

Indicates that this course requires a prerequisite.

3

A student must register for the orientation course when enrolling for more than six credit hours per semester or any course that would result in an accumulation of 13 or more credit hours.

High school graduation required for entry into program. Basic math skills required as evidenced by placement assessment.

A one-year technical certificate will be earned after successfully completing fall and spring semesters of the first year and will be eligible to take the American Association of Medical Assistants Certifications Exam.

Credit will be awarded following division approval for the MDAS courses identified above to those individuals who have completed a medical assisting program, hold CMA certification through the American Association of Medical Assistants (AAMA), and are presently working in an area of medical assisting practice.

Program Contact(s):

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For information about admissions, enrollment, transfer, graduation and other general questions, please contact your advising team (<https://www.lorainccc.edu/admissions-and-enrollment/advising-and-counseling/>).

More program information can be found on our website. (<https://www.lorainccc.edu/health/medical-assisting/associate-of-applied-science-in-medical-assisting-administrative-focus/>)

## Admission Requirements for Medical Assisting

1. Official high school or GED and college/program transcripts (if applicable) on file in the LCCC Records office.

2. A GPA of 2.0
3. Program application form on file.

Learn more about Allied Health program requirements (<http://catalog.lorainccc.edu/academic-information/allied-health-nursing-admissions/>)

### **Program Learning Outcomes**

The Lorain County Community College medical assisting certificate program is designed to prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. At the completion of the medical assisting program graduates will be able to:

1. Practice as competent entry-level medical assistants (Cognitive & Psychomotor)
2. Will perform within the legal and ethical boundaries or the medical assistant's scope of practice (Cognitive & Affective)
3. Will value the needs of each patient and their family while recognizing and respecting cultural diversity, beliefs and dignity of humanity (Cognitive & Affective)
4. Will identify, respond, and respect issues of confidentiality and treat patients with compassion and empathy (Cognitive & Affective)
5. Will communicate effectively, professionally and be culturally sensitive with patients, providers and staff (Cognitive & Affective)
6. Will participate as a member of the health care team while in the office setting of their clinic/hospital (Cognitive)
7. Will maintain current within their field through certification and continuing education (Cognitive & Psychomotor)
8. Will commit to become lifelong learners (Cognitive & Affective)