

ASSOCIATE OF APPLIED BUSINESS DEGREE

MEDICAL ASSISTANT TECHNOLOGY

Medical office personnel with business backgrounds have many opportunities. Entering students must have proof of immunizations on file with the University Registrar. The sequence of major offerings begins fall quarter only.

MISSION STATEMENT:

To be an excellent institution to attract, excite, and nurture Medical Assistant students and to prepare them with exceptional skills in the health care field.

Curriculum:

108 Credit Hours

Length: 6 Quarters

Technical and Basic Requirements:

73 Credit Hours

BU120 Introduction to Business/3
KY146 Keyboarding I/5
MA121 Principles of Management/5
MO130 Medical Law and Ethics/3
MO135 Clinical I/2
MO136 Clinical II/2
MO140 Human Anatomy, Pathophysiology, and Terminology I/3
MO142 Human Anatomy, Pathophysiology, and Terminology II/3
MO144 Pharmacology for Medical Assisting I/3
MO145 Human Anatomy, Pathophysiology, and Terminology III/3
MO146 Pharmacology for Medical Assisting II/3
MO159 Clinical III/2
MO246 Pharmacology for Medical Assisting III/3
MO250 Human Anatomy, Pathophysiology, and Terminology IV/3
MO259 Clinical IV/2
MO272 Coding I/3
MO273 Coding II/3
MO278 Understanding Health Insurance/2
MO282 Administrative Skills for the Medical Assistant/3
MO285 Medical Assisting Externship I/1
MO286 Medical Assisting Externship II/1
MO287 Medical Assisting Externship III/1
OP130 Medical Accounting Software/2
OP149 Records Management/3
OP252 Machine Transcription/3
OP255 Medical Machine Transcription/3
WP138 Introduction to Word Processing Applications/3

General Education Requirements:

32 Credit Hours

CO179 Introduction to Human Communication/3
EN180 Composition I/5
EN200 Composition II/5
MH169 Business Math/5
PY177 Introduction to Psychology/3
OR
SO186 Sociology/3
SC200 Principles of Ecology/3
UN100 First Year Experience/1
UN220 Introduction to Diversity Issues/3
UN292 Portfolio Capstone/1
Any 100- or 200-level AR, EN, HI, RE, or SP course/3

General Education Electives:

3 Credit Hours

Choose 100- or 200-level courses from the general education subject categories, which may include Art (AR), English (EN), History (HI), Math (MH), Political Science (PS), Psychology (PY), Religion (RE), Sociology (SO), Spanish (SP), or University Survey (UN).

Note: Elective courses can apply to only one degree level. The same course cannot be re-used to satisfy the elective requirements at the Associate's Degree level and again at the Bachelor's Degree level.