

Associate in Applied Science in Medical Assisting

Program Outcomes

Upon completion of this degree, students will be able to demonstrate competency in the administrative skills of an entry-level medical assistant by satisfying the learning outcomes and passing the required courses. Students will demonstrate competency through acceptable attitude, organization, time management skills, attire, and attendance as evidenced in the internship evaluations.

Employment Opportunities or Additional Educational Options

With this degree, graduates can earn positions within hospitals, clinics, nursing homes, physicians' offices and home health care. An average salary for a medical assisting job is approximately \$32,000/yr.

To Learn More About This Program

Contact Shelley Todd at 269-783-2148 or stodd@swmich.edu.

Degree Requirements

To earn this degree, students must have an overall GPA of 2.0 or higher, complete a minimum of 60 credit hours, and fulfill the course requirements of the program listed below. Students are permitted to complete a higher-level math course than shown below. Each prerequisite course, HEED, and MEDA course must be completed with a grade of "C" or better.

Prerequisite Courses

These courses serve as prerequisites for the program.

COMMUNICATIONS

Course ID	Course	Credits
ENGL 103 or ENGL 103W	Freshman English 2 (or with workshop)	3 to 4 credits
ENGL 104	Freshman English 3	3 credits
SPEE 104	Intro to Human Communication	3 credits

MATHEMATICS

Course ID	Course	Credits
MATH 101	Introductory Algebra	4 credits

NATURAL SCIENCE

Course ID	Course	Credits
BIOL 110	Human Biology	4 credits

SOCIAL SCIENCE

Course ID	Course	Credits
PSYC 101	General Psychology	3 credits

Major-specific Required Courses

Course ID	Course	Credits
EDUC 120	Educational Exploration and Planning	1 credit
HEED 101	Medical Terminology	3 credits
HEED 137	Disease Overview	3 credits
ISYS 110	Intro to Computer Technology	3 credits
MEDA 210	Clinical Procedures	5 credits
MEDA 211	Pharmacology	3 credits
MEDA 212	Diagnostic and Lab Procedures	4 credits
MEDA 220	Medical Office Procedures and Administration	3 credits
MEDA 221	Insurance Claims Processing	3 credits
MEDA 240	Clinical Internship	3 credits
MEDA 250	Administration Internship	3 credits
MEDA 251	Medical Assistant Seminar	1 credit
OADM 137	Keyboarding	1 credit
OADM 138	Formatting	2 credits
OADM 142	Intermediate Keyboarding	3 credits

Complete one of the following courses

Course ID	Course	Credits
PHED 103	Life Wellness	2 credits
HEED 163	Nutrition	2 credits

Total Program Credits: 63

Additional Notes About the A.A.S. in Medical Assisting Program

- A prerequisite course may be needed prior to enrollment in some courses within this program. Specific prerequisite requirements are listed in the Course Description section in the Course Catalog. A summary of the prerequisites are listed below in the Example Course Sequence.
- This program as outlined does not meet MTA requirements. A student would need a higher-level math course, one additional science course (non-BIOL), one additional social science course (non-PSYC), and two different humanities courses. See advisor for specific details on course selection if the MTA is important to you.
- Courses taken out of sequence may delay a student's ability to complete the program in a timely manner. Please consult your advisor regularly.
- Each student should submit a graduation application at least one full semester before he/she plans to graduate.
- This program is subject to change. Students should consult with their advisor for program updates.

Example Course Sequence

The following is a sample of a semester-by-semester approach to completing this program.

FIRST SEMESTER

Courses	Credits	Prerequisites (Minimum Grade of "C" Required)
EDUC 120 Educational Exploration and Planning	1 credit	ENGL 115 or test score (concurrent enrollment allowed)
ENGL 103 or ENGL 103W Freshman English 2 (or with workshop)	3 to 4 credits	ENGL 115 or test score (concurrent enrollment allowed)
BIOL 110 Human Biology	4 credits	ENGL 115 or test score (concurrent enrollment allowed)
HEED 101 Medical Terminology	3 credits	ENGL 115 or test score (concurrent enrollment allowed)
SPEE 104 Intro to Human Communication	3 credits	ENGL 115 or test score (concurrent enrollment allowed)
OADM 137 Keyboarding	1 credit	None
OADM 138 Formatting	2 credits	Keyboarding competency or OADM 137 (concurrent enrollment allowed)

SECOND SEMESTER

Courses	Credits	Prerequisites (Minimum Grade of "C" Required)
ISYS 110 Intro to Computer Tech	3 credits	None
MATH 101 Introductory Algebra	4 credits	MATH 098 or test score
PSYC 101 General Psychology	3 credits	ENGL 115 or test score (concurrent enrollment allowed)
ENGL 104 Freshman English 3	3 credits	ENGL 103 or ENGL 103W
OADM 142 Intermediate Keyboarding	3 credits	Keyboarding and formatting competency or OADM 138; ISYS 110 (concurrent enrollment allowed)

THIRD SEMESTER

Courses	Credits	Prerequisites (Minimum Grade of "C" Required)
MEDA 211 Pharmacology	3 credits	BIOL 110; MATH 101; PSYC 101; HEED 101; SPEE 104
MEDA 210 Clinical Procedures	5 credits	BIOL 110; MATH 101; PSYC 101; HEED 101; SPEE 104
MEDA 212 Diagnostic and Lab Proc.	4 credits	BIOL 110; MATH 101; PSYC 101; HEED 101; SPEE 104

FOURTH SEMESTER

Courses	Credits	Prerequisites (Minimum Grade of "C" Required)
MEDA 220 Medical Office Procedures and Administration	3 credits	MATH 101; HEED 101; SPEE 104
MEDA 221 Insurance Claims Processing	3 credits	MATH 101; HEED 101; SPEE 104
HEED 137 Disease Overview	3 credits	HEED 101; BIOL 110; ENGL 115 or test score (concurrent enrollment in ENGL 115 allowed)
PHED 103 Life Wellness or HEED 163 Nutrition	2 credits	PHED 103: None HEED 163: CHEM 100 or BIOL 110

FIFTH SEMESTER

Courses	Credits	Prerequisites (Minimum Grade of "C" Required)
MEDA 240 Clinical Internship	3 credits	MEDA 210; MEDA 211; MEDA 212; Permission of the Dean
MEDA 250 Administration Internship	3 credits	MEDA 220; MEDA 221; Permission of the Dean
MEDA 251 Medical Assistant Seminar	1 credit	Concurrent enrollment in MEDA 240 or MEDA 250

