

## MEDICAL ASSISTANT

*2009-2010 Program Option*  
**Medical Assistant Diploma (48)**

### Diploma: Medical Assistant

#### Total Number of Credits: 48

**Program Description:** The Medical Assistant program is designed for career opportunities as a professional, multi-skilled person dedicated to assisting in patient care management. The medical assistant performs clinical, laboratory and administrative skills in clinics, doctor offices, and other health care agencies. The clinical externship is under the direct supervision of a physician, and is a 300 hour unpaid experience. Graduates of the Medical Assistant program are eligible to take the Certification Exam of the American Association of Medical Assistants (AAMA). The Century College Medical Assistant Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 1361 Park St., Clearwater, FL 33756, 727-210-2350, upon the recommendation of the Medical Assistant Review Board (MAERB).

#### Application Requirements:

1. High School Graduate or GED.
2. Assessment score placement in MATH 0030 or above or completion of MATH 0010 with a grade of C or higher.
3. Assessment score placement in RDNG 1000 or completion of RDNG 0090 with a grade of C or higher.

#### Additional Program Requirements

1. A grade of C or higher must be obtained in all career/occupational courses to earn a diploma in Medical Assisting at Century College.
2. MN Human Services background study is required prior to externship according to the Minnesota Department of Health. Forms will be completed during MEDA 1001/1011.
3. CPR certification at the Health Care Provider or Professional Rescuer level (EMS 1010 or equivalent) is required prior to the externship.

#### Career/Occupational Requirements: 35 credits

CAPL 1010	Introduction to Software Applications -OR-	3
CSCI 1020	Introduction to Personal Computers and Information Systems	3
HLTH 1001	Medical Terminology	2
MEDA 1001	Laboratory Techniques I (must be taken concurrently with MEDA 1011)	5
MEDA 1002	Laboratory Techniques II (must be taken concurrently with MEDA 1012)	5
MEDA 1011	Clinical Assisting I	5
MEDA 1012	Clinical Assisting II	5
MEDA 1020	Administrative Procedures for Medical Assistants	4
MEDA 1780	Clinical Externship (All other courses must be successfully completed prior to Externship)	6

#### General Education/MnTC Requirements: 13 credits

##### Goal 1 - Communication: 7 credits

ENGL 1021	Composition I	4
<i>Select ONE of the following COMM courses:</i>		3

COMM 1031	Interpersonal Communication -OR-	
COMM 1051	Intercultural Communications	

##### Goal 3 and/or Goal 4 - Sciences/Math/Logical Reasoning: 3 credits

BIOL 1024	Human Biology	3
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##### Goal 5 - History/Social and Behavioral Sciences: 3 credits

*Select one of the following Psychology courses:*

PSYC 1020	General Psychology -OR-	4
PSYC 1041	Developmental Psychology	3

**Notes:** Courses may have prerequisites or co-requisites. See college catalog or class schedule. Also see website for the Medical Assistant Student Handbook.

**General Requirements:**

1. Diplomas: 31 to 48 earned college-level credits: one third of credits must be earned at Century College.
2. Century college-level GPA of 2.0; Required career and occupational courses GPA of 2.0; MnTC GPA of 2.0.
3. A grade of C or higher in ENGL 1021.

**Assessment:** *Assessments are required for all students* before registering for classes. Students may be required to take developmental courses in English, Reading and Mathematics based upon their assessment scores. For important information and exemptions see [www.century.edu/futurestudents/assessment](http://www.century.edu/futurestudents/assessment).

**References to the Minnesota General Education Transfer Curriculum (MnTC):** On this guidesheet, notations such as “Goal 1-Communication: 3 credits” are used to refer to the goals of the Minnesota General Education Transfer Curriculum. Refer to the MnTC Course List for the specific courses from which students may choose to fulfill the MnTC requirements of the program, found in the catalog, the Counseling Center and the Century website. Students should be aware that it may be necessary to select additional MnTC credits beyond the minimum required in each goal area, to reach the total MnTC/General Education credits required for their program.

**Career Information:** Counselors are available in the Counseling and Career Center, Room 2400 West, to assist with educational and career planning. Resources available include career interest and personality inventories and print and web-based occupational and educational information, e.g., occupational descriptions, employment outlook, earnings, education/training requirements and sources. Consult the *GPS LifePlan* link on the Century website for information on these and more resources for your career, work, and educational planning!

**Transfer:** Some programs are intended primarily for employment preparation rather than transfer to a four-year institution. Some courses may not transfer to a number of four-year colleges. If you are considering the possibility of transfer, you may wish to talk with a counselor or the program instructor before registering to discuss your goals and look at programs designed for transfer.

**Time Limit for Meeting Graduation Requirements:** See Century College catalog “Graduation” for information.

**Academic Petitions:** Any exceptions to the program requirements must be petitioned through the Vice President of Academic Affairs.

**Program Costs:** Books, supplies, and scrubs for the MEDA program courses will cost approximately \$425.00 (This is the cost for students once in the program). These amounts are subject to change.

**Important Telephone Numbers: (651 Area Code)**

Admission Office	773-1700
Counseling Office	779-3285
Financial Aid Office	779-3305

**Program Instructors:**

Michelle Blesi Office: 3391 East	773-1731
Lori Malone Office: 3391 East	773-1731
Shari Lambrecht Office: 3391 East	773-1731

**Recommended full-time sequence of courses:****First Semester:**

*BIOL 1024	Human Biology	3
*HLTH 1001**	Medical Terminology	2

**And at least two of the following:**

CAPL 1010**	Introduction to Software Applications -OR-	
CSCI 1020**	Introduction to Personal Computers and Information Systems	3
COMM 1031	Interpersonal Communication -OR-	
COMM 1051	Intercultural Communication	3
ENGL 1021	Composition I	4
		<b>15 credits</b>

**Second semester:**

MEDA 1001	Laboratory Techniques I	5
MEDA 1011	Clinical Assisting I	5
MEDA 1020	Administrative Procedures for Medical Assistants	4
		<b>14 credits</b>

**Third Semester:**

MEDA 1002	Laboratory Techniques II	5
MEDA 1012	Clinical Assisting II	5
PSYC 1020	General Psychology -OR-	4 -or-
PSYC 1041	Developmental Psychology	3
		<b>13-14 credits</b>

**Fourth Semester:**

MEDA 1780	Clinical Externships (7 1/2 weeks-full time, unpaid) (All other required courses & CPR certification (Health Care Provider American Heart Assoc. or Professional Rescuer – American Red Cross) <b>must</b> be successfully completed before beginning the Externship) Consult instructor regarding required tests or immunizations.	6
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**Total Credits** **48 credits**

\*Prerequisites for MEDA 1001

\*\*Prerequisites for MEDA 1020

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