

Medical Assistant

NURSING & ALLIED HEALTH

636.584.6616



PROGRAM

The East Central College Medical Assistant degree program is designed to train competent professionals to meet the needs of an ever-expanding allied health field. It combines both formal education and practical experience to help participants master the complex body of knowledge and specialized skills necessary for a successful career.

The program, offered in Rolla and Union, prepares competent, entry-level medical assistants in cognitive (knowledge), psychomotor (skills) and affective (behavior) learning domains. The program offers a certification and an AAS degree option.



EMPLOYMENT & SALARY OPPORTUNITIES

By 2026, the number of medical assistant positions across the country is expected to increase by 32.4 percent, according to the U.S. Bureau of Labor Statistics. In 2017, the annual average pay for these professionals was \$31,370. Jobs for medical assistants in healthcare organizations include:

- Acute and long-term hospitals
- Physician offices, clinics and labs
- Offices of other medical practitioners, such as chiropractors
- Occupational health facilities
- Urgent care & outpatient surgical facilities



CAREER

Medical assistants are multi-skilled professionals specifically educated to work in ambulatory settings performing administrative and clinical duties. Specific tasks include phone support, bookkeeping, coordinating appointments, personally interacting with patients, coding paper and electronic health files and completing insurance forms. Some medical assistants also take patient vital signs and help with injections, examinations and lab test preparations under a doctor's supervision.



ADMISSION REQUIREMENTS

To enter the program, students must have completed:

- **High school diploma or the equivalent** (documentation must be sent to the registration office)
- **A placement test as specified by the college** (please note: some coursework requires minimum placement results)
- **Minimum college GPA 2.0**
- **Externship placement is contingent upon a successful drug screen and criminal background check**
- **Students with a prior criminal history should contact the Health Science office prior to registering for Medical Assisting courses.**



TRANSFER OPTIONS

The AAS degree is designed for students seeking employment immediately upon graduation. However, many of the credits, particularly the general education electives received with this degree, may qualify as transfer credit by four-year schools.



The East Central College Medical Assistant Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of Medical Assisting Education Review Board (MAERB).

Commission on Accreditation of Allied Health Education Programs | 25400 US Highway 19 N., Suite 158 • Clearwater, FL 33763
727-210-2350 - www.caahep.org



Medical Assistant

One Calendar Year – January Start

UNION CAMPUS

FALL (16 weeks)

▪ COL*101	Foundation Seminar (AC)	1.0
▪ PSY*101	General Psychology	3.0
▪ MTH*110	Contemporary Math, Statistics, or Intermediate Algebra	3.0
▪ COM*101	Oral Communications (or) Public Speaking	3.0
▪ ESR	Ethics and Social Responsibility Requirement	3.0
▪ PSC*CIVICS	Civics Achievement Exam (Pass/Fail)	<u>0.0</u>
		13.0

SPRING (16 Weeks)

▪ MDA*101	Administrative Procedures (AC) *	3.0
▪ MDA*112	Office Interpersonal & Communication Skills (AC) * <i>(8-week course)</i>	3.0
▪ BIO*151	Intro to Human Anatomy & Physiology (AC)	4.0
▪ MDA*113	Clinical Procedures Lecture/Lab (AC) *	4.0
▪ EMS*101	Basic Life Support/Healthcare Provider (AC)	<u>.5</u>
		14.5

SUMMER (8 Weeks)

▪ MDA*213	Medical Lab Procedures (AC) *	4.0
▪ MDA*121	Ethics for Health Careers (on-line) (AC) *	<u>3.0</u>
		7.0

FALL (16 Weeks)

▪ MDA*222	Program Capstone (AC) *	3.0
▪ MDA*223	Medical Assistant Externship (AC) *	4.0
▪ HIM*104	Intro to Pharmacology (AC)	1.0
▪ HSC*113	Medical Terminology (AC)	3.0
▪ ENG*101	English Composition I (AC)	<u>3.0</u>
		14.0

SPRING (16 Weeks)

▪ PSY*250	Human Development	3.0
▪ ENG*102/104	English Comp II or Technical Writing	3.0
▪ HIM*105	Basic Principles of Disease	3.0
▪ HST/PSC	History or Political Science Requirement	<u>3.0</u>
		12.0

Certificate:

36.5

AAS: 60.5

* MDA Courses only offered during indicated semester