



Catalog Year Fall 2015

# EAST CENTRAL COLLEGE MEDICAL ASSISTANT

## ASSOCIATE OF APPLIED SCIENCE DEGREE AND CERTIFICATE

### East Central College

1964 Prairie Dell Road  
Union, Missouri 63084  
636-584-6588  
www.eastcentral.edu

### Admissions Office

ECC Campus  
636-584-6563  
admissions@eastcentral.edu

### Program Director

Amber Dunn, LPN, RMA, AAS  
636-584-6922  
Amber.Dunn@eastcentral.edu

### Division Chair

Fatemeh Nichols, Ph.D.  
636-584-6626  
Fatemeh.Nichols@eastcentral.edu

### Division

Science  
636-584-6632



### Accreditations

The ECC Medical Assistant Program is accredited by the Commission on Accreditation of Allied Health Education Programs  
1361 Park Street  
Clearwater, Florida 33756  
727-210-2350  
www.caahep.org

East Central College is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools  
30 N. LaSalle St., Suite 2400  
Chicago, Illinois 60602-2504  
800-621-7440

## THE CAREER

Medical assistants directly influence the public's health and well-being. They 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. By completing these tasks, medical assistants enable physicians to focus more directly on patient care.

## PROFESSIONAL TRAITS

Medical assistants should:

- ✓ Have strong oral and interpersonal communication skills
- ✓ Pay close attention to details
- ✓ Be proficient with office computer programs and related medical software
- ✓ Know how to carry out clinical assessment and treatment and utilize the equipment necessary to perform these tasks
- ✓ Have working knowledge of medical terminology, medical documentation and disease processes related to each body system

## EMPLOYMENT OPPORTUNITIES

By 2020, the number of medical assistant positions is expected to increase by 31 percent, according to the U.S. Bureau of Labor Statistics. In May 2013, the annual average pay for these professionals was \$29,610, or \$14.24 per hour. 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 and outpatient surgical facilities

## THE PROGRAM

The East Central College Medical Assistant 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 prepares competent, entry-level medical assistants in cognitive (knowledge), psychomotor (skills) and affective (behavior) learning domains.

## ADMISSIONS REQUIREMENTS

To enter the program, students must have completed:

- ✓ High school diploma or the equivalent (documentation sent to the registration office)
- ✓ Application for admission
- ✓ A placement test as specified by the college (please note: some coursework requires minimum placement results)

## PREREQUISITES

Students need to demonstrate proficiency in reading, English and mathematics based on the college assessment scores, or by taking the recommended/required classes. Students also should have basic keyboarding skills. Some of the courses in this curriculum may have additional prerequisites.

ROLLA  
573-466-4100

SULLIVAN  
573-468-8287

UNION  
636-584-6588

WARRENTON  
636-584-6588

WASHINGTON  
636-239-0598

WWW.EASTCENTRAL.EDU

# MEDICAL ASSISTANT

## ASSOCIATE OF APPLIED SCIENCE DEGREE AND CERTIFICATE

THE ECC MEDICAL ASSISTANT PROGRAM IS FULLY ACCREDITED BY THE COMMISSION ON ACCREDITATION OF ALLIED HEALTH EDUCATION PROGRAMS (CAAHEP - [WWW.CAAHEP.ORG](http://WWW.CAAHEP.ORG)) - UPON THE RECOMMENDATION OF MEDICAL ASSISTING EDUCATION REVIEW BOARD (MAERB).

### PROGRAM OF STUDY

This program of study is for a full-time student; part-time study is also available. Please contact an academic advisor for full course options. For the most current academic schedule (which is subject to change), visit the college Web site at [www.eastcentral.edu](http://www.eastcentral.edu).

Please Note: All MDA Program requirements must be met with a minimum grade of a "C" or better with the exception of: MDA 1124 and 2134 which must have a minimum grade of "B" or better, and MDA 2234 which must have a grade of "Pass."

AAS program (64.5 credit hours)

CERT - Course that is also a part of the Certificate of Achievement program (39.5 credit hours)

### YEAR 1

#### FALL SEMESTER

COURSE	HOURS
FS 1000/ Campus Orientation/ FS 1001 Foundation Seminar <sup>CERT</sup>	1
HS 1113 Medical Terminology <sup>CERT</sup>	3
SC 1000 Laboratory Safety for Students <sup>CERT</sup>	0
BI 1804 Introduction to Human Anatomy & Physiology Lecture/Lab <sup>CERT</sup>	4
EN 1223 English Comp I <sup>CERT</sup> or EN 1233 Honors English Comp I <sup>CERT</sup>	3
MT 1303 Intermediate Algebra	3
Total Hours	14

#### SPRING SEMESTER

COURSE	HOURS
MDA 1013 Administrative Procedures <sup>CERT</sup>	3
MDA 1123 Office & Interpersonal Communication Skills <sup>CERT</sup>	3
MDA 1124 Clinical Procedures <sup>CERT</sup>	4
CS 1003 Microcomputer Applications	3
Humanities Requirement	3
Total Hours	16

#### SUMMER SEMESTER

COURSE	HOURS
PY 1103 General Psychology	3
EN 1403 Technical Writing	3
Total Hours	6

### YEAR 2

#### FALL SEMESTER

COURSE	HOURS
MDA 2134 Medical Laboratory Procedures <sup>CERT</sup>	4
MDA 1203 Medical Ethics for Healthcare Professionals <sup>CERT</sup>	3
HS 1003 Nutrition <sup>CERT</sup>	3
EM 1011 BLS/Healthcare Providers <sup>CERT</sup>	0.5
PY 2213 Abnormal Psychology	3
HI 1000 or PS 1000 Constitutions Study Module	0
History or Pol. Science Requirement	3
Total Hours	16.5

#### SPRING SEMESTER

COURSE	HOURS
HIM 1231 Introduction to Pharmacology <sup>CERT</sup>	1
HIM 1243 Basic Principles of Disease	3
MDA 2223 Program Capstone: MDA Exit Review <sup>CERT</sup>	3
MDA 2234 Medical Assistant Clinical Externship <sup>CERT</sup>	4
PE Requirement	1
Total Hours	12