



EAST CENTRAL COLLEGE MEDICAL ASSISTANT

CERTIFICATE OF ACHIEVEMENT

Catalog Year Fall 2015

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, FL 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 pertaining 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 ECC 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.

Assuming appropriate placement scores, a full-time student can complete the certificate track in approximately 18 months.

ADMISSIONS REQUIREMENTS

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 may have additional prerequisites.

ADDITIONAL PROGRAM INFORMATION

STANDARD OCCUPATIONAL CLASSIFICATION (SOC)

31-9092.00

TUITION AND REQUIRED FEES

\$3,752 (In-District)
\$5,135 (Out-of-District)

BOOKS AND SUPPLIES

\$1,978.10

OTHER FEES AND EXPENSES

\$100

ROLLA
573-466-4100

SULLIVAN
573-468-8287

UNION
636-584-6588

WARRENTON
636-584-6588

WASHINGTON
636-239-0598

WWW.EASTCENTRAL.EDU

CERTIFICATE OF ACHIEVEMENT

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

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."

Certificate of Achievement program (39.5 credit hours)

CERTIFICATE OF ACHIEVEMENT COURSEWORK*

COURSE		HOURS
FS 1000	Campus Orientation/	
FS 1001	Foundation Seminar	1
SC 1000	Laboratory Safety for Students	0
BI 1804	Introduction to Human Anatomy & Physiology Lecture/Lab	4

FALL SEMESTER

MDA 1013	Administrative Procedures	3
MDA 1123	Office Interpersonal & Communication Skills	3
MDA 1124	Clinical Procedures	4
EN 1223	English Comp I or	
EN 1233	English Comp I (Honors)	3

SPRING SEMESTER

MDA 2134	Medical Laboratory Procedures	4
MDA 1203	Medical Ethics for Healthcare Professionals	3
EM 1011	BLS/Healthcare Providers	0.5
HS 1003	Nutrition	3
HS 1113	Medical Terminology	3

SUMMER SEMESTER

MDA 2223	Program Capstone: MDA Exit Review	3
MDA 2234	Medical Assistant Clinical Externship	4
HIM 1231	Introduction to Pharmacology	1
Total Credit Hours		39.5

TO CONVERT A CERTIFICATE OF ACHIEVEMENT INTO AN ASSOCIATE OF APPLIED SCIENCE DEGREE, STUDENTS ALSO NEED TO TAKE THE FOLLOWING:

COURSE		HOURS
MT 1303	Intermediate Algebra	3
	Humanities Requirement	3
PY 1103	General Psychology	3
EN 1403	Technical Writing	3
PY 2213	Abnormal Psychology	3
HI 1000 or PS 1000	Constitutions Study Module	0
	History or Pol. Science Requirement	3
	PE Requirement	1
HIM 1243	Basic Principles of Disease	3
CS 1003	Microcomputer Applications	3
Total Credit Hours		25