

This program seeks to prepare a medical assisting student to work as an allied health care professional serving the needs of physician employers in delivering quality health care services to a client population. The objective of the program is to prepare entry-level medical assistants who are competent in cognitive (knowledge), psychomotor (skills), and affective (behavioral) learning behaviors. General education requirements provide analytic and communication skills.

The goal of this program is to prepare graduates who are able to:

1. Identify, demonstrate, and continuously use OSHA principles, standard precautions, and safety precautions
2. Recognize emergency situations and respond appropriately with emergency care techniques
3. Apply legal and ethical medical standards of practice
4. Perform and analyze clinical procedures such as vitals, laboratory testing, and other diagnostic and medical procedures and effectively chart all pertinent patient data
5. Describe the human body including structure, function, and basic pathologies
6. Recognize, interpret, and use medical terminology correctly
7. Apply basic pharmacology, including dosage calculations, drug interactions, and administration of medications
8. Demonstrate appropriate written and verbal communication skills
9. Evaluate the quality of multiple viewpoints, arguments, and evidence and distinguish between fact and opinion
10. Exhibit social responsibility and examine the diverse cultures and value systems of our global community

CORE REQUIREMENTS

Class #	Class Name	Credits
CS111	Computer Information Systems	3
KY100	Keyboarding I	3
MA100	Medical Terminology	4
MA110	Anatomy and Physiology	5
MA120	Health Care Law and Ethics	4
MA131	Introduction to Clinical Skills	3
MA149	Patient Care Sciences I	3
MA157	Patient Care Sciences II	3
MA161	Pharmacology	3
MA212	Microbiology and Urinalysis	3
MA223	Hematology and Immunology	3
MA226	Radiography I	3
MA227	Radiography II	3
MA230	CMA Review Seminar	3
MA297	Clinical Practicum	8
OA170	Medical Office Procedures I	4
OA270	Medical Office Procedures II	3
PD250	Career Development	1

Total Core Minimum Credit Requirement 62

GENERAL EDUCATION REQUIREMENTS

A student pursuing an associate's degree is required to earn a minimum of 30 credits from the general education courses listed below, demonstrating a solid grounding in the liberal arts. A minimum of three credits must be earned in each of the following disciplines: communications, humanities, natural science and mathematics and social science.

Class#	Class Name	Credits
COMMUNICATIONS		
CM111	Speech Communications	4
CM121	Composition (required)	4
CM200	Intercultural Communications	4
CM210	Creative Writing	4
CM220	Art of Persuasion	4
CM230	Mass Communication	4
CM320	Writing and Research	4
HUMANITIES		
HU100	Introduction to Humanities	4
HU121	Film in Society	4
HU130	Spanish I	4
HU150	Introduction to Literature	4
HU200	Art in the Modern World	4
HU230	Spanish II	4
HU310	The Novel	4
HU315	World Literature	4
NATURAL SCIENCE and MATHEMATICS		
^Students must complete either NS112 or NS116		
NS105	Biology	4
NS111	Environmental Issues	4
NS112	Topics in Mathematical Reasoning (required)^	4
NS116	College Algebra I (required)^	4
NS121	Earth Science	4
NS126	Chemistry Today*	4
NS135	Microbiology	4
NS140	Anatomy and Physiology I	4
NS150	Anatomy and Physiology II	4
NS216	College Algebra II	4
NS305	Statistics I	4
NS320	Introduction to Decision Systems	4
NS351	Statistics II	4
SOCIAL SCIENCE		
SS103	Global Citizenship (required)	2
SS116	Introduction to Psychology (required)	4
SS130	Law in Society	4
SS140	Interpersonal Relations (required)	4
SS145	Introduction to Macroeconomics	4
SS200	Introduction to Microeconomics	4
SS205	Sociology	4
SS210	Developmental Psychology	4
SS230	Psychology of Personality	4
SS311	Human Behavior	4
SS331	International Economics	4
SS360	Abnormal Psychology	4

Total General Education Minimum Credit Requirement 30

Total Program Minimum Credit Requirement 92

Notes:

Students may be required to complete Foundations of Mathematics I and/or II and Foundations of Writing I and/or II based upon competency exam scores.

* Offered only at the Richfield, MN campus.