Medical Assistant | Associate in Applied Science  
Field of Study Code: MASST.AAS

Catalog Description:

Medical assistants are allied health professionals specifically trained to work in ambulatory settings, such as physicians' offices. These multi-skilled personnel perform administrative and clinical procedures. Duties may include but are not limited to: billing and coding, maintaining medical records, appointment scheduling, recording vital signs, preparing patients for examination, collecting blood specimens, performing basic laboratory tests, performing EKGs, preparing and administering medications and assisting physicians with treatment and/or minor procedures. Upon successful completion of this degree, students are eligible to take the Certified Medical Assistant - American Association of Medical Assistants (CMA/AAMA) exam. The College of DuPage Medical Assistant Certificate Program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Medical Assistant Education Review Board (MAERB) Commission on Accreditation of Allied Health Education Programs (CAAHEP), 1361 Park Street, Clearwater, FL 33756, 727-210-2350, www.caahep.org. The Medical Assistant degree requires a minimum of 64 credits in program requirements, electives and general education in the courses listed below.

Program Requirements ............................................52 to 59
Masst 1130 Introduction to Medical Assisting ..................3
Masst 1133 Practice Finance for Medical Assistants ..........3
Masst 2211 Legal and Ethical Aspects of Health Care ......3
Masst 2233 Pathophysiology for Medical Assisting.........3
Masst 2237 Assisting with Medical Specialties..............3
Masst 2239 Medical Assistant Clinical Procedures........3
Masst 2245 Workplace Development for Medical Assistants .2
Masst 2250 Medical Assistant Practicum ....................3
Masst 2253 Certified Medical Assistant Exam Prep ..........1
Anat 1500 Survey of Human Anatomy and Physiology ..4
Anat 1551 Human Anatomy and Physiology I ............4
Anat 1552 Human Anatomy and Physiology II ..........4
Anat 1571 Anatomy and Physiology With Cadaver I ......4
Anat 1572 Anatomy and Physiology With Cadaver II ....4
Cis 1110 Introduction to Informatics ......................2
Cis 1150 Understanding Computers, Information and Systems .................................................3
Ofti 1200 MS Office for Professional Staff ....................3
Engli 1101 English Composition I ..........................3
Engli 1105 Workplace Writing ..................................3
Hlths 1110 Biomedical Terminology ........................3
Hlths 1120 Introduction to Clinical Lab Science ..........3

Suggested Course Sequence  
(Full-Time Enrollment)
Please note: A student’s readiness to perform college-level coursework is based on the student’s placement test and/or ACT scores. Below 1000 level coursework may be required prior to the student taking courses in the suggested sequences.

First Semester (15 credits)
- Anat 1500 or higher (4)
- Hlths 1110 (3)
- Cis 1110 or higher (2)
- Engli 1101 or 1105 (3)
- Spec 1110 or 1120 or 1150 (3)

Second Semester (15 credits)
- Masst 1130 (3)
- Psych 1100 (3)
- Hlths 1120 (3)
- Math 1102 or higher (3)
- Program elective (3)

Third Summer Semester (6 credits)
- Masst 2211 (3)
- Program elective (3)

Fourth Semester (13-15 credits)
- Hlths 1126 (2)
- Masst 2233 (3)
- Hlths 1122 or 1123 (2 or 4)
- Masst 1133 (3)
- Program elective (3)

Fifth Semester (12 credits)
- Masst 2239 (3)
- Masst 2237 (3)
- Masst 2245 (2)
- Masst 2253 (1)
- Program elective (3)

Sixth Semester MA Practicum (3 credits)
- Masst 2250 (3)
Hlths 1122 Basic Phlebotomy Techniques.....................4
Hlths 1123 Phlebotomy for Health Professionals..........2
Hlths 1126 Basic Non-Invasive Electrocardiography
(EKG).........................................................2
Math 1102 Mathematics for Health Sciences..............3
Psych 1100 General Psychology............................3
Speec 1100 Fundamentals of Speech Communication.....3
OR
Speec 1120 Small-Group Communication..................3
OR
Speec 1150 Introduction to Business Communication....3

* - course has a prerequisite

Program Electives..........................................................9
Select any additional credits from any 1000- or 2000-level course to meet degree requirement of 64 credits. (In addition to the courses listed below.)

General Education
Each candidate for an Associate in Applied Science (A.A.S.) degree shall satisfactorily complete a minimum of 18 credits in General Education.

Communication: 6 credits
Written: (3 credits) English 1101 or 1105
(English 1101 or 1105 in program requirements fulfills this requirement)
Oral: (3 credits) Speech 1100, 1120 or 1150
(Speech 1100, 1120 or 1150 in program requirements fulfills this requirement)

Physical and Life Sciences: 3 to 5 credits
At least one course with a laboratory component
(Anatomy & Physiology 1500 or 1551/1552 or 1571/1571 in program requirements fulfills this requirement)

Mathematics: 3 to 5 credits
Select a minimum of 3 credits (1000 level or above).
Select Mathematics 1102, 1104 or 1120 only where required in the degree program. Only one from the following three courses may count toward overall degree requirement credit: Mathematics 1635, Psychology 2280 or Sociology 2205. Only one of the following courses may count toward overall degree credit: Mathematics 1428 or Mathematics 1431.
(Mathematics 1102 in program requirements fulfills this requirement)

Humanities and Fine Arts: 3 credits

Social and Behavioral Sciences: 3 credits
(Psychology 1100 in program requirements fulfills this requirement)

Complete at least 2 credits from the list of courses in the Global/Multicultural Studies or Contemporary Life Skills Category.
(Health Sciences 1110 within program requirements fulfills this requirement)

TOTAL CREDITS FOR AAS DEGREE
64 to 71

For more information:
If you are considering this program as an area of study, please contact the Health & Biological Sciences Division office 630-942-8331.

Program web site:
http://www.cod.edu/programs/health_sciences/medical_assistant/
Career Information  MASST.AAS

Job Title(s): Medical Assistant
Certified Medical Assistant (CMA), Chiropractor Assistant, Clinical Assistant, Doctor's Assistant, Medical Assistant (MA), Medical Office Assistant, Ophthalmic Technician, Optometric Assistant, Optometric Technician, Registered Medical Assistant (RMA)

For salary and wage information, please visit: www.onetonline.org

If you would like information regarding internships, resume development, interviewing and job search skills, please contact the Career Services Center

Phone: 630-942-2230
www.cod.edu/careerservices  Twitter: @codcareercenter

Related Occupations:
Social and Human Service Assistants  Registered Nurses
Pharmacy Technicians  Psychiatric Technicians
Licensed Practical and Licensed Vocational Nurses  Occupational Therapy Assistants
Physical Therapist Assistants