PIEDMONT Technical College

Medical Assisting Curriculum

Contact Us:

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PROGRAM REQUIREMENTS

D.A.S., MAJOR IN MEDICAL ASSISTING

The Medical Assisting program prepares a multi-skilled graduate to function in clinical and administrative areas of the physician's office and ambulatory care centers. Medical assistants work under the supervision of a physician and are competent in both administrative and clinical procedures. Medical assisting is an exciting and rapidly-expanding health care profession.

Graduates of the program have an opportunity to pursue an Associate in applied Science, with a major in General Technology.

Administrative duties of the medical assistant include scheduling and receiving patients, preparing and maintaining medical records, transcribing medical dictation, handling telephone calls, performing basic clerical functions and managing medical practice finances.

Clinical duties of the medical assistant include: practicing safety and infection control, obtaining patient histories and vital signs, performing first aid and cardiopulmonary resuscitation, preparing patients for procedures, assisting the physician with examinations and treatments, collecting and processing specimens, performing selected diagnostic tests and administering medication.

The medical assistant must work well with people, have good communication skills, like a variety of work experiences, be accurate in work performance and be trustworthy with confidential information. Medical Assisting graduates may earn the CMA (Certified Medical Assistant) credential by passing the National Certifying examination. Felons are not eligible to take this examination unless a waiver is granted by the AAMA (American Association of Medical Assistants). Students enrolled in this program must be enrolled on a full-time basis. The Medical Assisting Diploma program at Piedmont Technical College is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of Medical Assisting Education Review Board (MAERB).

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

Admission: Acceptance into Piedmont Technical College's MED program is competitive and is limited to 20 students to begin fall semester. See the college calendar or website for application dates.

To become eligible for entry into the Medical Assisting major studies coursework applicants must complete the following:

1. Complete the following courses (minimum "C" grade required):
- AHS 102
- BIO 112
- ENG 101
- MAT 155
- PSY 201

2. Minimum grade point average for the above coursework of 2.5. A GPA calculator can be found on the college website.

3. Good academic standing at the college.

Students are required to maintain a current American Heart Association "Basic Life Support" certification throughout the major studies courses.

GENERAL EDUCATION COURSES

COURSES		CREDIT HOURS
BIO 112	Basic Anatomy and Physiology	4.0
ENG 101	English Composition I	3.0
MAT 155	Contemporary Mathematics	3.0
PSY 201	General Psychology	3.0

SUBTOTAL: 13.0

REQUIRED CORE SUBJECT AREAS

COURSES		CREDIT HOURS
MED 103	Medical Assisting Introduction	3.0
MED 104	Medical Assisting Administrative Procedures	4.0
MED 107	Medical Office Management	4.0
MED 108	Common Diseases of the Medical Office	3.0
MED 114	Medical Assisting Clinical Procedures	4.0
MED 115	Medical Office Lab Procedures I	4.0
MED 117	Clinical Practice	5.0
MED 118	Pharmacology for the Medical Assistant	4.0

SUBTOTAL: 31.0

OTHER COURSES REQUIRED FOR GRADUATION

COURSES		CREDIT HOURS
AHS 102	Medical Terminology	3.0
CPT 101	Introduction to Computers	3.0

SUBTOTAL: 6.0
TOTAL CREDIT HOURS: 50.0

A.A.S., MAJOR IN GENERAL TECHNOLOGY

The major in General Technology is designed to provide students with an opportunity to upgrade diploma or certificate programs into broader occupational degrees. The program is designed to be substantially individualized to meet the needs of employees who have or seek to have broad technical responsibilities. Total credit hours for this degree must equal 60 or more.

The major in General Technology requires that a student complete a minimum of 15.0 credit hours in General Education. These 15.0 hours need to be drawn from and include one course from each of the following:

GENERAL EDUCATION
(MINIMUM 15 CREDIT HOURS)

CREDIT HOURS

Mathematical Requirement
(MAT 170, MAT 102 or options below)* 3.0
ENG 101 English Composition I
(or ENG 165 Professional Communications) 3.0
Social/Behavioral Sciences Elective 3.0
Natural Sciences/Mathematics Elective............................ 3.0
Humanities/Fine Arts Elective 3.0

*Approved math courses include: MAT 110, 111, 112, 120, 122, 123, 130, 140, 141, 155, 171, 220, 240, 242

REQUIRED CORE SUBJECT AREAS
(MINIMUM 33 CREDIT HOURS)

The student supplements the general education requirements with a minimum of 33.0 credit hours in Required Core Subject Areas. These courses are selected by the student and advisor to meet the particular employment needs and aspirations of the student.

The General Technology major allows a student to select coursework for becoming a multi-skilled technician. The Required Core consists of a primary and secondary technical specialty.

PRIMARY TECHNICAL SPECIALTY

The primary technical specialty consists of a minimum of 21 semester hours credit in a single content area from an approved degree, diploma or technical education certificate program that is currently offered by the college.

SECONDARY TECHNICAL SPECIALTY

The secondary technical specialty consists of a minimum of an additional 12 semester hour credits from one of two options:

(1) 12 semester hour credits from an approved degree, diploma or technical education certificate program that is currently offered by the college, or
(2) 12 semester hour credits from an interdisciplinary mix of credits awarded for coursework from any program, military training, experiential learning and/or testing.

OTHER HOURS FOR GRADUATION
(CREDIT HOUR RANGE 12-36)

Technical colleges within the State Tech System may use the courses identified in this section of the model to adapt the program to meet the needs of local employers and students. The student may use credits in this section to develop a third technical specialty or to enhance the primary and secondary technical specialties. Credits should be chosen by the student under the guidance of his/her faculty advisor, for the purpose of allowing the student to adapt the program to his/her individual objectives. Courses in this section may include credits awarded for military training, experiential learning and testing.

PROGRAMS OFFERING THIS DEGREE OPTION

For more information on the guided program outlines for the A.A.S. Major in General Technology, please see the following areas in the catalog:

*For General Technology degree options in Health Care, please review our website at **www.ptc.edu/academics/degrees-diplomas-certificates** or contact your advisor.*

>>>Visit www.ptc.edu/medassisting to learn more.