



ASSOCIATE OF APPLIED SCIENCE IN MEDICAL ASSISTING (AASMAM)

(Offered in the State of Minnesota Only)

PROGRAM DESCRIPTION

The introduction of students to the overall operation of the physician's office is the basic objective of this program. Students are trained to assist the physician in the examination room, to perform routine laboratory procedures and to handle financial records, correspondence, insurance forms and other administrative functions. Our ultimate goal is to prepare students to successfully gain entry-level employment as a medical assistant.

PROGRAM OBJECTIVES

Upon completion of their program, the student should be able to:

1. Demonstrate the ability to perform clinical assisting and laboratory procedures.
2. Demonstrate the ability to use knowledge attained to create clerical documents used in medical facilities.
3. Apply legal concepts to the medical practice.
4. Communicate professionally with patients, co-workers and providers.
5. Think critically both conceptually and by using mathematical analysis; write and speak effectively; use basic computer applications; and understand human behavior in the context of the greater society.

POTENTIAL JOB POSITION TITLES

Potential entry-level job position titles include medical office assistant, medical business office, medical receptionist, medical laboratory assistant, and phlebotomist.

PROGRAM LENGTH

The average length of time for a student taking a full course load is 5 semesters (20 months).

PROGRAM CONTENT

A minimum of 65 semester credit hours is required for graduation.

REQUIRED COURSES

All courses, 42 semester credit hours, are required.

Course Number	Course Name	Prerequisite	Credit Hours
IS 102	Computers and Application Software	None	4.0
MO 110	Keyboarding	None	1.0
MO 113	Medical Business Operations	None	3.0
MO 129	Medical Office Procedures	None	3.0
MO 144	Medical Terminology	None	1.0
MO 146	Pathophysiology and Pharmacology	Corequisites SC 245, SC 245L	2.0
MO 161	Medical Billing and Insurance Procedures	None	3.0
MS 109	Clinical Assisting I	SC 245, MO 144, MO 146, PD 216 ▲	3.0
MS 121	Clinical Assisting II	MS 109, PD 216 ▲	4.0
MS 131	Clinical Laboratory Procedures I	SC 245, MO 144, MO 146; PD 216 ▲	4.0
MS 141	Clinical Laboratory Procedures II	MS 131, PD 216 ▲	4.0
MS 207	Program Review	All didactic course work with a GPA of 2.0	2.0
MS 295	Externship	All didactic course work with a GPA of 2.0, CPR, PD 211	4.0
SC 245	Anatomy and Physiology II	SC 145, Corequisite SC 245L	3.0

Course Number	Course Name	Prerequisite	Credit Hours
SC 245L	Anatomy and Physiology II Lab	SC 145L, Corequisite SC 245	1.0

GENERAL EDUCATION REQUIREMENTS

Students enrolled in associate degrees must complete a minimum of 21 semester credit hours in general education distributed among the following disciplines. Refer to the General Education section of the catalog for Herzing University courses that would satisfy these requirements. *

Note: In the State of Minnesota, 4 semester credit hours of Mathematics or Natural Science replaces Computer Applications in the general education requirements recognizing that computer literacy is a component of the core curriculum. ♦

- 1 Semester Credit Hours in Information Literacy
- 3 Semester Credit Hours in English Composition
- 3 Semester Credit Hours in Speech
- 4 Semester Credit Hours in Mathematics (College Algebra or Above)
- 3 Semester Credit Hours in Social or Behavioral Science
- 3 Semester Credit Hours in Science or Humanities With a Critical Thinking Focus **
- 4 Semester Credit Hours in Mathematics or Natural Science ♦

Required Herzing University Natural Science Courses♦

Course Number	Course Name	Prerequisite	Credit Hours
SC 145	Anatomy and Physiology I	Corequisite SC 145L	3.0
SC 145L	Anatomy and Physiology I Lab	Corequisite SC 145	1.0

* Transfer students may use 3 semester credit hour courses transferred from other colleges to satisfy these discipline requirements. Any resulting deficiency in the total of 21 semester credit hours required in general education may be made up with general education electives from any of the listed disciplines.

** A course with a critical thinking focus would be a course that addresses the theories and application of critical analysis with an emphasis on developing sequential reasoning skills. Examples may be courses in critical thinking, philosophy, logic, or science.

PERSONAL DEVELOPMENT COURSES

A minimum of 2 semester credit hours is required in addition to PD 211. Online students must also take PD 216.

Course Number	Course Name	Prerequisite	Credit Hours
PD 100	Student Success Skills	None	1.0
PD 120	Personal Financial Management	None	1.0
PD 155	Customer Services	None	1.0
PD 200	Career Development Seminar	None	1.0
PD 211	MA Externship Preparation	None	0.0
PD 216 ▲	Medical Assisting Proctor Preparation	None	0.0

▲ PD 216 is only for students taking the program online.