

# PROGRAMS

## MEDICAL ASSISTING

**Contact(s):** [Starra Herring](#)

The Medical Assisting curriculum prepares multi-skilled health care professionals qualified to perform administrative, clinical, and laboratory procedures.

Coursework includes instruction in scheduling appointments, coding and processing insurance accounts, billing, collections, computer operations, assisting with examinations/treatments, performing routine laboratory procedures, electrocardiography, supervised medication administration; and ethical/legal issues associated with patient care.

Employment opportunities include physicians' offices, health maintenance organizations, health departments, and hospitals. If possible, individuals desiring a career in medical assisting should take biology, mathematics, and typing courses prior to entering the program. Students are admitted to the Medical Assisting program during the fall semester.

### Learning Outcomes

Upon completion of this program, students will be able to:

- Perform the skills of a medical assistant under the guidance of a supervising physician.
- Demonstrate knowledge of medical assistant responsibilities in office management and patient care.
- Interpret verbal and written communication relevant to safe and effective medical office and patient care practices.
- Comply with ethical, legal, and professional guidelines as a member of a health service profession.
- Use computer programs to perform office clerical skills.
- Demonstrate critical thinking skills and problem solving abilities in the performance of entry-level medical assisting.
- Perform entry level Competencies/Psychomotor (skills), Cognitive (knowledge) and Affective (behavior) for a Medical Assistants as developed and published by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) in cooperation with the Medical Assisting Education Review Board (MAERB).
- Perform all administrative and clinical procedures, which are assigned by a supervising medical assistant with a high degree of technical skill, effectiveness, efficiency and safety as an entry-level medical assistant.

### Accreditation

The Medical Assisting Diploma Program, at Stanly Community College is awarded a 1 + 1 program, which means that all AAS graduates also receive the Diploma and is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of Medical Assisting Education Review Board (MAERB).

The Medical Assisting Program at Stanly Community College Diploma Program is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Medical Assisting Education Review Board ([www.maerb@maerb.org](mailto:www.maerb@maerb.org)) (MAERB).

Commission on Accreditation of Allied Health Education Programs (CAAHEP)  
9355 - 113th St. N, #7709  
Seminole, FL 33775  
(727) 210-2350  
[www.caahep.org](http://www.caahep.org)

Graduates of CAAHEP accredited medical assisting programs may be eligible to sit for the American Association of Medical Assistants' Certification Examination to become Certified Medical Assistants.

American Association of Medical Assisting (AAMA)  
Assisting Endowment  
20 N. Wacker Dr.  
Suite 3720  
Chicago, IL 60606  
(312) 899-1500  
[www.aama-ntl.org](http://www.aama-ntl.org)

The Medical Assisting program accepts a maximum of 30 students for entry each fall semester.

### Minimum Expectations

"To prepare competent entry level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains."

### Program Goals

1. To prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.
2. Perform the skills of a Medical Assistant under the guidance of a supervising physician as evaluated by successfully completing a clinical practicum with a grade of 78 or higher.
3. Demonstrate knowledge of medical assistant responsibilities in office management and patient care as demonstrated by a grade of 78 or above on mock CMA Certification exam.
4. Interpret verbal and written communication relevant to safe and effective medical office and patient care practices as demonstrated by a grade of 78 or above on the exam for "Therapeutic Communication Skills" in [MED 260](#).
5. Comply with ethical, legal and professional guidelines as a member of a health service profession as demonstrated by successful completion on exam "Medical Law and Ethics" with a grade of 78 or above in [MED 260](#).
6. Use computer programs to perform office clerical skills as demonstrated by successful completion of administrative practicum with a grade of 78 or above.

**Medical Assisting Degree – A45400**

| <b>First Year</b>     |  |                     |
|-----------------------|--|---------------------|
| <b>Fall</b>           |  | <b>Credit Hours</b> |
| ACA 111               | College Student Success  | 1                   |
| BIO 163               | Basic Anatomy & Physiology   | 5                   |
| MED 110               | Orientation to Medical Assisting   | 1                   |
| MED 118               | Medical Law and Ethics   | 2                   |
| MED 121               | Medical Terminology I  | 3                   |
| MED 122               | Medical Terminology II   | 3                   |
| MED 130               | Administrative Office Procedures I   | 2                   |
| MED 272               | Drug Therapy   | 3                   |
|                       | Credit Hours   | 20                  |
| <b>Spring</b>         |  | <b>Credit Hours</b> |
| ENG 111               | Writing and Inquiry  | 3                   |
| MED 131               | Administrative Office Procedures II  | 2                   |
| MED 140               | Examining Room Procedures I  | 5                   |
| MED 150               | Laboratory Procedures I  | 5                   |
| MED 240               | Examining Room Procedures II   | 5                   |
| PSY 150               | General Psychology   | 3                   |
|                       | Credit Hours   | 23                  |
| <b>Summer</b>         |  | <b>Credit Hours</b> |
| MED 260               | MED Clinical Practicum   | 5                   |
|                       | Credit Hours   | 5                   |
| <b>Second Year</b>    |  |                     |
| <b>Fall</b>           |  | <b>Credit Hours</b> |
| BUS 137               | Principles of Management   | 3                   |
| MED 232<br>or MED 264 | Medical Insurance Coding<br>Medical Assisting Overview                       | 2                   |
| MED 270               | Symptomatology   | 3                   |
|                       | Credit Hours   | 8                   |
| <b>Spring</b>         |  | <b>Credit Hours</b> |
| ENG 112<br>or ENG 114 | Writing and Research in the Disciplines<br>Professional Research & Reporting | 3                   |
| MAT 110               | Mathematical Measurement and Literacy  | 3                   |
| Humanities elective*  |  | 3                   |
|                       | Credit Hours   | 9                   |
|                       | Total Credit Hours   | 65                  |

**Medical Assisting Diploma – D45400**

| <b>First Year</b> |  |                     |
|-------------------|--|---------------------|
| <b>Fall</b>       |  | <b>Credit Hours</b> |

|               |                                     |                     |
|---------------|-------------------------------------|---------------------|
| ACA 111       | College Student Success             | 1                   |
| BIO 163       | Basic Anatomy & Physiology          | 5                   |
| MED 110       | Orientation to Medical Assisting    | 1                   |
| MED 118       | Medical Law and Ethics              | 2                   |
| MED 121       | Medical Terminology I               | 3                   |
| MED 122       | Medical Terminology II              | 3                   |
| MED 130       | Administrative Office Procedures I  | 2                   |
| MED 272       | Drug Therapy                        | 3                   |
|               | Credit Hours                        | 20                  |
| <b>Spring</b> |                                     | <b>Credit Hours</b> |
| ENG 111       | Writing and Inquiry                 | 3                   |
| MED 131       | Administrative Office Procedures II | 2                   |
| MED 140       | Examining Room Procedures I         | 5                   |
| MED 150       | Laboratory Procedures I             | 5                   |
| MED 240       | Examining Room Procedures II        | 5                   |
| PSY 150       | General Psychology                  | 3                   |
|               | Credit Hours                        | 23                  |
| <b>Summer</b> |                                     | <b>Credit Hours</b> |
| MED 260       | MED Clinical Practicum              | 5                   |
|               | Credit Hours                        | 5                   |
|               | Total Credit Hours                  | 48                  |

**Medical Assisting Certificate - C45400**

| <b>First Year</b> |                                     |                     |
|-------------------|-------------------------------------|---------------------|
| <b>Fall</b>       |                                     | <b>Credit Hours</b> |
| ACA 111           | College Student Success             | 1                   |
| MED 110           | Orientation to Medical Assisting    | 1                   |
| MED 121           | Medical Terminology I               | 3                   |
| MED 122           | Medical Terminology II              | 3                   |
| MED 130           | Administrative Office Procedures I  | 2                   |
|                   | Credit Hours                        | 10                  |
| <b>Spring</b>     |                                     | <b>Credit Hours</b> |
| MED 118           | Medical Law and Ethics              | 2                   |
| MED 131           | Administrative Office Procedures II | 2                   |
| MED 232           | Medical Insurance Coding            | 2                   |
|                   | Credit Hours                        | 6                   |
|                   | Total Credit Hours                  | 16                  |

**Medical Billing & Coding Certificate - C45400M**

| <b>First Year</b> |  |  |
|-------------------|--|--|
|-------------------|--|--|

## Programs

| Fall    |                                     | Credit Hours |
|---------|-------------------------------------|--------------|
| ACA 111 | College Student Success             | 1            |
| BIO 163 | Basic Anatomy & Physiology          | 5            |
| MED 121 | Medical Terminology I               | 3            |
| MED 122 | Medical Terminology II              | 3            |
|         | Credit Hours                        | 12           |
| Spring  |                                     | Credit Hours |
| MED 118 | Medical Law and Ethics              | 2            |
| MED 131 | Administrative Office Procedures II | 2            |
| MED 232 | Medical Insurance Coding            | 2            |
|         | Credit Hours                        | 6            |
|         | Total Credit Hours                  | 18           |

### Medical Assisting - CCP

| Courses |                                     | Credit Hours |
|---------|-------------------------------------|--------------|
| MED 110 | Orientation to Medical Assisting    | 1            |
| MED 118 | Medical Law and Ethics              | 2            |
| MED 121 | Medical Terminology I               | 3            |
| MED 122 | Medical Terminology II              | 3            |
| MED 130 | Administrative Office Procedures I  | 2            |
| MED 131 | Administrative Office Procedures II | 2            |
| MED 232 | Medical Insurance Coding            | 2            |
|         | Total Credit Hours                  | 15           |

### AGE Pathway

| Courses               |  | Credit Hours |
|-----------------------|--|--------------|
| ACA 111               | College Student Success  | 1            |
| BIO 163               | Basic Anatomy & Physiology   | 5            |
| BUS 137               | Principles of Management   | 3            |
| CIS 110               | Introduction to Computers  | 3            |
| ENG 111               | Writing and Inquiry  | 3            |
| ENG 112<br>or ENG 114 | Writing and Research in the Disciplines<br>Professional Research & Reporting | 3            |
| MAT 143               | Quantitative Literacy  | 3            |
| PSY 150               | General Psychology   | 3            |
| Electives*            |  | 37           |
| Humanities elective*  |  | 3            |
|                       | Total Credit Hours   | 64           |

### Humanities list

| Courses | Credit Hours |
|---------|--------------|
|---------|--------------|

|         |                               |   |
|---------|-------------------------------|---|
| ART 111 | Art Appreciation              | 3 |
| ART 114 | Art History Survey I          | 3 |
| ART 115 | Art History Survey II         | 3 |
| DRA 111 | Theatre Appreciation          | 3 |
| ENG 125 | Creative Writing I            | 3 |
| HUM 120 | Cultural Studies              | 3 |
| HUM 122 | Southern Culture              | 3 |
| HUM 150 | American Women's Studies      | 3 |
| HUM 160 | Introduction to Film          | 3 |
| MUS 110 | Music Appreciation            | 3 |
| MUS 112 | Introduction to Jazz          | 3 |
| MUS 113 | American Music                | 3 |
| MUS 210 | History of Rock Music         | 3 |
| REL 110 | World Religions               | 3 |
| REL 211 | Introduction to Old Testament | 3 |
| REL 212 | Introduction to New Testament | 3 |
| REL 221 | Religion in America           | 3 |

**Elective list**

| Courses |                            | Credit Hours |
|---------|----------------------------|--------------|
| ART 111 | Art Appreciation           | 3            |
| ART 114 | Art History Survey I       | 3            |
| ART 115 | Art History Survey II      | 3            |
| ART 116 | Survey of American Art     | 3            |
| ART 117 | Non-Western Art History    | 3            |
| BIO 110 | Principles of Biology      | 4            |
| BIO 111 | General Biology I          | 4            |
| BIO 112 | General Biology II         | 4            |
| BIO 140 | Environmental Biology      | 3            |
| BIO 163 | Basic Anatomy & Physiology | 5            |
| BIO 165 | Anatomy and Physiology I   | 4            |
| BIO 166 | Anatomy and Physiology II  | 4            |
| BIO 275 | Microbiology               | 4            |
| BUS 110 | Introduction to Business   | 3            |
| BUS 115 | Business Law I             | 3            |
| BUS 137 | Principles of Management   | 3            |
| CHM 131 | Introduction to Chemistry  | 3            |
| CHM 132 | Organic and Biochemistry   | 4            |
| CHM 151 | General Chemistry I        | 4            |
| CHM 152 | General Chemistry II       | 4            |

## Programs

|         |   |   |
|---------|---|---|
| CIS 110 | Introduction to Computers               | 3 |
| CIS 115 | Introduction to Programming and Logic   | 3 |
| CJC 111 | Introduction to Criminal Justice        | 3 |
| CJC 121 | Law Enforcement Operations              | 3 |
| CJC 141 | Corrections                             | 3 |
| COM 231 | Public Speaking                         | 3 |
| CSC 134 | C++ Programming                         | 3 |
| CSC 139 | Visual BASIC Programming                | 3 |
| CSC 151 | JAVA Programming                        | 3 |
| CTS 115 | Information Systems Business Concepts   | 3 |
| ECO 251 | Principles of Microeconomics            | 3 |
| ECO 252 | Principles of Macroeconomics            | 3 |
| EDU 216 | Foundations of Education                | 3 |
| ENG 111 | Writing and Inquiry                     | 3 |
| ENG 112 | Writing and Research in the Disciplines | 3 |
| ENG 114 | Professional Research & Reporting       | 3 |
| ENG 125 | Creative Writing I                      | 3 |
| ENG 231 | American Literature I                   | 3 |
| ENG 232 | American Literature II                  | 3 |
| ENG 241 | British Literature I                    | 3 |
| ENG 242 | British Literature II                   | 3 |
| HEA 110 | Personal Health/Wellness                | 3 |
| HIS 111 | World Civilizations I                   | 3 |
| HIS 112 | World Civilizations II                  | 3 |
| HIS 121 | Western Civilization I                  | 3 |
| HIS 122 | Western Civilization II                 | 3 |
| HIS 131 | American History I                      | 3 |
| HIS 132 | American History II                     | 3 |
| HIS 236 | North Carolina History                  | 3 |
| HUM 110 | Technology and Society                  | 3 |
| HUM 115 | Critical Thinking                       | 3 |
| HUM 120 | Cultural Studies                        | 3 |
| HUM 121 | The Nature of America                   | 3 |
| HUM 122 | Southern Culture                        | 3 |
| HUM 150 | American Women's Studies                | 3 |
| HUM 160 | Introduction to Film                    | 3 |
| HUM 180 | International Cultural Exploration      | 3 |
| MAT 143 | Quantitative Literacy                   | 3 |
| MAT 152 | Statistical Methods I                   | 4 |
| MAT 171 | Precalculus Algebra                     | 4 |

|         |                               |   |
|---------|-------------------------------|---|
| MAT 172 | Precalculus Trigonometry      | 4 |
| MAT 263 | Brief Calculus                | 4 |
| MAT 271 | Calculus I                    | 4 |
| MAT 272 | Calculus II                   | 4 |
| MAT 273 | Calculus III                  | 4 |
| MUS 110 | Music Appreciation            | 3 |
| MUS 112 | Introduction to Jazz          | 3 |
| MUS 113 | American Music                | 3 |
| MUS 210 | History of Rock Music         | 3 |
| PED 111 | Physical Fitness I            | 1 |
| PED 113 | Aerobics I                    | 1 |
| PED 120 | Walking for Fitness           | 1 |
| PED 125 | Self-Defense: Beginning       | 1 |
| PHI 215 | Philosophical Issues          | 3 |
| PHI 240 | Introduction to Ethics        | 3 |
| PHY 110 | Conceptual Physics            | 3 |
| PHY 151 | College Physics I             | 4 |
| PHY 152 | College Physics II            | 4 |
| POL 120 | American Government           | 3 |
| POL 210 | Comparative Government        | 3 |
| PSY 150 | General Psychology            | 3 |
| PSY 237 | Social Psychology             | 3 |
| PSY 241 | Developmental Psychology      | 3 |
| PSY 263 | Educational Psychology        | 3 |
| PSY 281 | Abnormal Psychology           | 3 |
| REL 110 | World Religions               | 3 |
| REL 112 | Western Religions             | 3 |
| REL 211 | Introduction to Old Testament | 3 |
| REL 212 | Introduction to New Testament | 3 |
| REL 221 | Religion in America           | 3 |
| SOC 210 | Introduction to Sociology     | 3 |
| SOC 213 | Sociology of the Family       | 3 |
| SOC 232 | Social Context of Aging       | 3 |
| SPA 111 | Elementary Spanish I          | 3 |
| SPA 112 | Elementary Spanish II         | 3 |
| SPA 141 | Culture and Civilization      | 3 |
| SPA 161 | Cultural Immersion            | 3 |
| SPA 181 | Spanish Lab 1                 | 1 |
| SPA 182 | Spanish Lab 2                 | 1 |