

MEDICAL ASSISTANT A.A.S. (CAREER)

Program website (<https://www.frederick.edu/programs/healthcare/medical-assistant.aspx>)

Program Description

Designed to prepare students for work as entry-level assistants who perform administrative and clinical procedures in ambulatory settings such as physicians' offices, clinics, and group practices. Admission is restricted to students who have maintained a "C" or better in all prerequisite courses. Students must maintain a grade of "C" or better in all courses (excluding General Education courses) to graduate from the program.

Program Learning Outcomes

- Conform with all relevant healthcare laws, policies, and procedures.
- Comply with transmission-based standard precautions.
- Communicate and interact in a professional manner with patients and healthcare teams.
- Demonstrate competency in medical office administrative skills.
- Demonstrate competency in clinical medical assisting skills.
- Gain eligibility for relevant industry certification(s).

Program Requirements

- Students must complete their credit **English and Mathematics** within the first 24 credits.
- One course must meet the cultural competence graduation requirement (<https://frederick-public.courseleaf.com/general-education-core/#cultural>).
- **CORE: The General Education CORE** is that foundation of the higher education curriculum providing a coherent intellectual experience for all students. Students should check with an advisor or the transfer institution (ARTSYS) before selecting General Education CORE requirements. <http://artsys.usmd.edu/>
- In some General Education categories (Mathematics, Biological & Physical Sciences), a 4-credit course selected from the GenEd course list will satisfy the requirement in place of a 3-credit course. Students should check with an advisor before selecting these courses.
- For the Physical Education, Health, or Nutrition requirement, a 3-credit PHED, HLTH, or NUTR course may satisfy the requirement in place of a 1-credit course. Students should check with an advisor before selecting this course.
- Students must earn a grade of "C" or better in ENGL 101 English Composition.
- Students must earn a grade of "C" or better in all MEDA courses in the Medical Assistant A.A.S. program.

Code	Title	Credits
English		
ENGL 101	English Composition	3
Mathematics		
MATH 101	Foundations of Mathematics (or higher)	3
Select MATH 101 or higher from the Mathematics Elective (Gen Ed course list) (https://frederick-public.courseleaf.com/general-education-core/#mathematics)		
Social & Behavioral Sciences		

Social & Behavioral Sciences Elective (Gen Ed Course List) (<https://frederick-public.courseleaf.com/general-education-core/#social-behavioral>) 3

Arts & Humanities

Communication Elective (Gen Ed Course List) (<https://frederick-public.courseleaf.com/general-education-core/#communication>) - Recommended course(s) below: 3

COMM 105	Small Group Communication
COMM 107	Career Communication

Biological & Physical Sciences

Select one of the following courses: 3

BSCI 107	Study of the Human Body
BSCI 117	Human Biology
BSCI 201	Anatomy and Physiology I
BSCI 202	Anatomy and Physiology II

Interdisciplinary & Emerging Issues

NUTR 102 Nutrition in a Changing World 3

General Education Elective

General Education Elective (Gen Ed course list) (<https://frederick-public.courseleaf.com/general-education-core/#general>) 3

Physical Education, Health, or Nutrition Requirement

NUTR 102 satisfies this requirement

Departmental Requirements		
BMGT 120	Business Communications	3
MEDA 109	Medical Terminology	3
MEDA 110	Computer Medical Office Management	3
MEDA 112	Medical Office Procedures	3
MEDA 115	Medical Laboratory Procedures	3
MEDA 117	Foundations of Medical Assisting I	3
MEDA 120	Pharmacology for Medical Office Practice	3
MEDA 122	Foundations of Medical Assisting II	3
MEDA 201	Practical Skills for Medical Assisting	3
MEDA 203	Diagnostic and Procedural Medical Coding	3
MEDA 204	Medical Assisting Practicum	3
MEDA 218	Health Insurance Billing and Reimbursement	3
Any MEDA Elective course(s) not taken above ¹		3
MEDA 222 recommended		

Total Credits 60

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Students should consult with an advisor before selecting their MEDA elective course(s).

Transfer Note

For more information on careers and transfer, contact the Career and Academic Planning Services office at 301.846.2471 or visit Transfer Services (<https://www.frederick.edu/student-resources/counseling-advising/transfer-services.aspx>).

Guided Pathway to Success (GPS)

Suggested schedules map your path to degree completion.

Students should meet with an advisor each semester to carefully select and sequence courses based on their specific academic goals and interests. Visit Jefferson Hall or call 301.846.2471 for advising.

Daytime Cohort

Recommended First Semester		Credits
Fall		
ENGL 101	English Composition ¹	3
Mathematics Elective (Gen Ed course list) (https://frederick-public.courseleaf.com/general-education-core/#mathematics) ¹		3-4

Communication Elective (Gen Ed Course List) (https://frederick-public.courseleaf.com/general-education-core/#communication) - Recommended course(s) below:		3
COMM 105	Small Group Communication	
COMM 107	Career Communication	
BMGT 120	Business Communications	3
MEDA 109	Medical Terminology	3
Credits		15-16
Recommended Second Semester		
Spring		
Social & Behavioral Sciences Elective (Gen Ed course list) (https://frederick-public.courseleaf.com/general-education-core/#social-behavioral)		3
Biological & Physical Sciences Elective (Gen Ed course list) (https://frederick-public.courseleaf.com/general-education-core/#biological-physical) - Select one course from the following:		3-4
BSCI 107	Study of the Human Body	
BSCI 117	Human Biology	
BSCI 201	Anatomy and Physiology I	
BSCI 202	Anatomy and Physiology II	
Any MEDA Elective course(s) - consult with an advisor		3
MEDA 222 recommended		
NUTR 102	Nutrition in a Changing World	3
Credits		12-13
Recommended Third Semester		
Fall		
MEDA 110	Computer Medical Office Management	3
MEDA 112	Medical Office Procedures	3
MEDA 115	Medical Laboratory Procedures	3
MEDA 117	Foundations of Medical Assisting I	3
General Education Elective (Gen Ed course list) (https://frederick-public.courseleaf.com/general-education-core/#general)		3
Credits		15
Recommended Fourth Semester		
Spring		
MEDA 120	Pharmacology for Medical Office Practice	3
MEDA 122	Foundations of Medical Assisting II	3
MEDA 201	Practical Skills for Medical Assisting	3
MEDA 203	Diagnostic and Procedural Medical Coding	3
Credits		12
Recommended Fifth Semester		
Summer		
MEDA 204	Medical Assisting Practicum	3
MEDA 218	Health Insurance Billing and Reimbursement	3
Credits		6
Total Credits		60-62

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Take this course within the first 24 credits.

Evening Cohort

Recommended First Semester		Credits
Fall		
ENGL 101	English Composition ¹	3
Mathematics Elective (Gen Ed course list) (https://frederick-public.courseleaf.com/general-education-core/#mathematics) ¹		3-4
Communication Elective (Gen Ed Course List) (https://frederick-public.courseleaf.com/general-education-core/#communication) - Recommended course(s) below:		3
COMM 105	Small Group Communication	
COMM 107	Career Communication	
BMGT 120	Business Communications	3
MEDA 109	Medical Terminology	3
Credits		15-16

Recommended Second Semester		
Spring		
Biological & Physical Sciences Elective (Gen Ed course list) (https://frederick-public.courseleaf.com/general-education-core/#biological-physical) - Select one course from the following:		3-4
BSCI 107	Study of the Human Body	
BSCI 117	Human Biology	
BSCI 201	Anatomy and Physiology I	
BSCI 202	Anatomy and Physiology II	
MEDA 110	Computer Medical Office Management	3
MEDA 112	Medical Office Procedures	3
MEDA 115	Medical Laboratory Procedures	3
MEDA 117	Foundations of Medical Assisting I	3
Credits		15-16
Recommended Third Semester		
Summer		
MEDA 120	Pharmacology for Medical Office Practice	3
MEDA 122	Foundations of Medical Assisting II	3
Credits		6
Recommended Fourth Semester		
Fall		
MEDA 201	Practical Skills for Medical Assisting	3
MEDA 203	Diagnostic and Procedural Medical Coding	3
MEDA 204	Medical Assisting Practicum	3
MEDA 218	Health Insurance Billing and Reimbursement	3
Credits		12
Recommended Fifth Semester		
Spring		
Any MEDA Elective course(s) - consult with an advisor		3
MEDA 222 recommended		
NUTR 102	Nutrition in a Changing World	3
General Education Elective (Gen Ed course list) (https://frederick-public.courseleaf.com/general-education-core/#general)		3
Social & Behavioral Sciences Elective (Gen Ed course list) (https://frederick-public.courseleaf.com/general-education-core/#social-behavioral)		3
Credits		12
Total Credits		60-62

1

Take this course within the first 24 credits.

Part-time Students

Part-time students should complete courses in the order listed on the pathway. Please contact program manager for questions about part-time status.

Students who take fewer than 15 credits each semester or who require developmental English or Math coursework will need additional semesters to complete their degrees. Summer term and January session classes may help students to make faster progress.

Pathway Legend

Milestone - courses with the Milestone notation should be taken within the recommend credit range to stay on track for program completion.

Fall, Spring, Summer - courses with a Fall, Spring, or Summer notation indicate the course is offered in the specified semester only.