



Medical Assisting

ASSOCIATE DEGREE

OVERVIEW

Medical assistants perform routine administrative and clinical tasks to keep the offices and clinics of physicians, podiatrists, chiropractors and optometrists running smoothly. Medical assisting is one of the nation’s fastest growing careers, according to the U.S. Bureau of Labor Statistics. Students successfully completing the program will function as entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains with the following capabilities.

RELATED CAREERS

Medical Assistant
Medical Secretary

For the latest salary and career information please visit:
onetonline.org

CAREER READINESS SKILLS

Critical Thinking/Problem-Solving

Form creative decisions by interpreting information, opinions and data.

Oral/Written Communication

Explain thoughts and ideas effectively to people inside and outside the organization.

Teamwork

Work efficiently with diverse groups; the ability to negotiate and manage conflict maturely.

Digital Technology

Demonstrate adaptability to new emerging technology to achieve goals.

Leadership

Leverage the strength of others to achieve common goals, as well as prioritizing and delegating work.

Professionalism

Recognizing the significance of time, tasks, appearance and accountability.

Career Management

Understand how to self-advocate for opportunities, while identifying areas necessary for professional growth.

Global Perspective

Openness, inclusiveness, and sensitivity to people of diverse backgrounds and lifestyles.

CAMPUS CONTACT FOR THIS PROGRAM:
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SUGGESTED SEQUENCE OF COURSES

Prerequisite or parallel courses may be required. Please check individual course descriptions for details.

MEDICAL ASSISTING, ASSOCIATE DEGREE

Freshman Year

ENG* E101 - Composition	3 credits
MAT* E104 - Quantitative Reasoning	3 credits
BIO* E105 - Introduction to Biology	4 credits
<i>or BIO* E119 - Human Biology for Allied Health (4 credits)</i>	
CSA* E105 - Introduction to Software Applications	3 credits
MED* E125 - Medical Terminology	3 credits
ENG* E102 - Literature & Composition	3 credits
<i>or Elective (WRLX) - Written Communication in English II (3 credits)</i>	
PSY* E111 - General Psychology I	3 credits
MED* E111 - Administrative Medical Assisting	3 credits
MED* E113 - Healthcare Insurance	2 credits
MED* E115 - Medical Coding & Billing	2 credits
MED* E170 - Law and Ethics for Health Professionals	3 credits

Sophomore Year

Elective (AESX) - Aesthetic Dimensions	3 credits
MED* E133 - Clinical Medical Assisting	4 credits
MED* E245 - Clinical Laboratory Procedures	4 credits
MED* E250 - Principles of Pharmacology	3 credits
MED* E250L - Principles of Pharmacology Lab	1 credit
Elective (SOPX) - Social Phenomena II	3 credits
Elective (OPEN) - Any course 100 or higher	3-4 credits ¹
MED* E281 - Medical Assisting Externship	4 credits
MED* E216 - Electronic Medical Records Management	3 credits

Total Credits: 60

¹ All elective courses should be based on student's career objectives. It is recommended that selection of elective courses be discussed with the program advisors.