

# BIG BEND COMMUNITY COLLEGE

## HEALTHCARE

### MEDICAL ASSISTING – AAS

NAME:



HEALTHCARE

This is an example course sequence for students interested in earning a Medical Assistant degree. It does not represent a contract, nor does it guarantee course availability. If this advising map is followed as outlined, you will earn an Associate in Applied Science Degree.

The MA program prepares students with the knowledge, skills, and abilities to obtain an entry level position as a national and state certified Medical Assistant. Completion of this program leads to roles in clinics, urgent care facilities and some larger hospitals. The certificate as well as the AAS degree will prepare students to use administrative and clinical skills in a healthcare setting that often includes multitasking, problem solving and the ability to work as a team with other healthcare professionals. Medical Assisting will prepare students to obtain adult and pediatric vital signs, perform clinic based laboratory testing, assist with minor surgeries and perform injections as well phlebotomy.

### ENTRY REQUIREMENTS

- Complete Admissions and Placement processes
- Meet with MA advisor prior to enrolling

Students entering most healthcare professions programs will be required to present documentation of health history and vaccination status, undergo annual tuberculosis screening, submit to a background check, submit to initial and random drug screening, and undergo finger printing prior to licensing with the state of Washington. Students should consult with a healthcare advisor if any of these requirements are a concern.

### CREDENTIAL REQUIREMENTS

#### Certificate Requirements ( 61+ Credits )

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> FAD 150 – Industrial First Aid (2)</li> <li><input type="checkbox"/> HED 119 – Medical Terminology (5)</li> <li><input type="checkbox"/> HED 121 – Human Body and Disease I (5)</li> <li><input type="checkbox"/> HED 122 – Human Body and Disease II (5)</li> <li><input type="checkbox"/> HED 123 – Human Body and Disease III (5)</li> <li><input type="checkbox"/> HED 160 – Pharmacology for Allied Health (3)</li> <li><input type="checkbox"/> HED 239 – Medical Ethics (2)</li> </ul> <p>Additional Requirements Certificate Option:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> BUS 120 – Human Relations of the Job (4)</li> <li><input type="checkbox"/> CMST 100 – Human Communications (4)</li> <li><input type="checkbox"/> ENGL 109 – Applied Technical Writing (3)</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> MA 111 – Clinical Procedures I (3)</li> <li><input type="checkbox"/> MA 112 – Clinical Procedures II (4)</li> <li><input type="checkbox"/> MA 113 – Clinical Procedures III (4)</li> <li><input type="checkbox"/> MA 195 – Externship/Practicum (6)</li> <li><input type="checkbox"/> MA 197 – Externship/Practicum Seminar (1)</li> <li><input type="checkbox"/> MAP 117 – Applied Mathematics (5)</li> </ul> <p>Additional Requirements Degree Option:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> CMST&amp; 220 – Public Speaking (5)</li> <li><input type="checkbox"/> ENGL&amp; 101 – Composition I (5)</li> <li><input type="checkbox"/> PSYC&amp; 100 – General Psychology</li> </ul> |
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#### Degree Requirements ( 25 Credits)

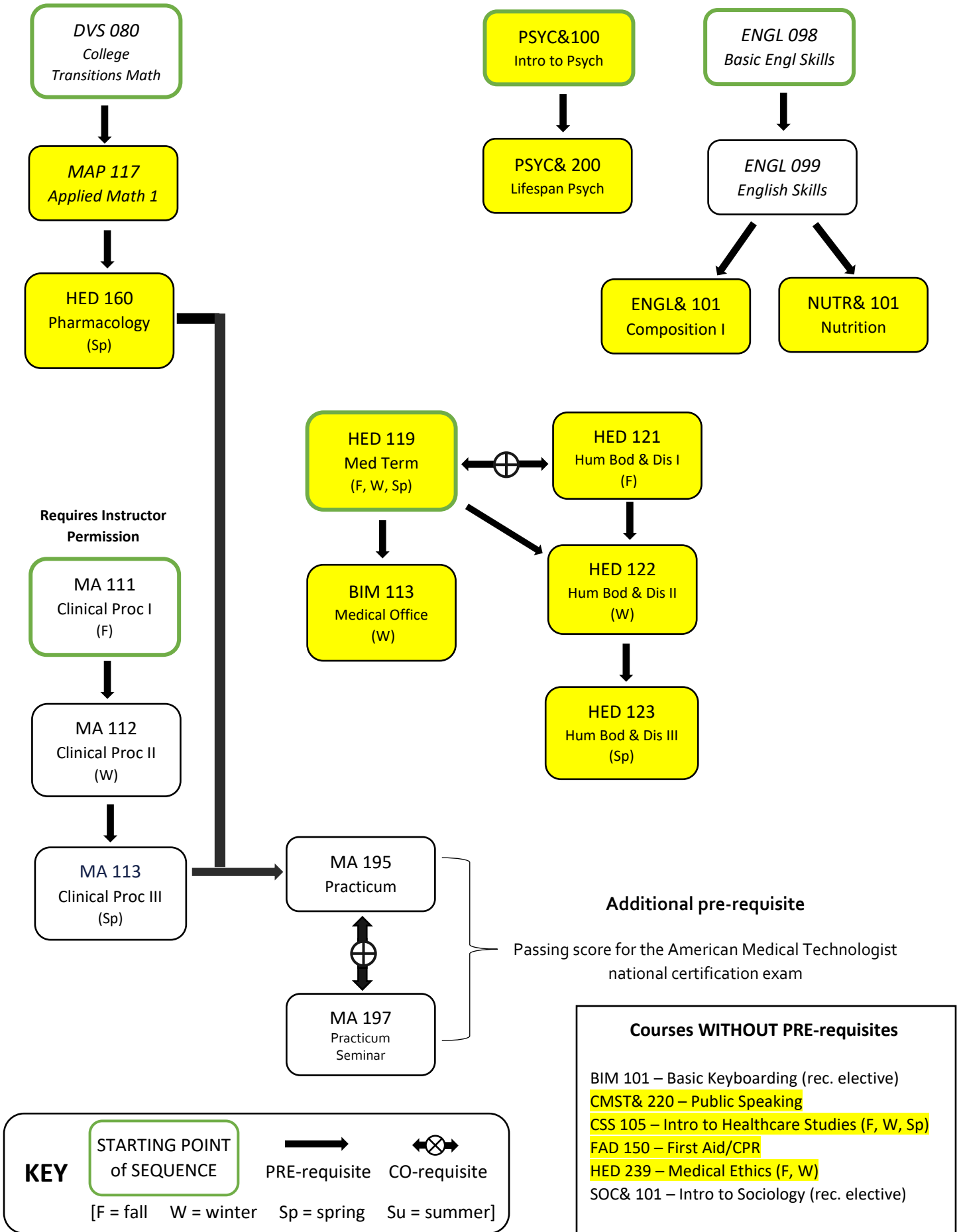
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|---|---|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> BIM 113 – The Medical Office (5)</li> <li><input type="checkbox"/> CSS 105 – Intro to Healthcare Studies (3)</li> <li><input type="checkbox"/> NUTR&amp; 101 – Nutrition (5)</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> PSYC&amp; 200 – Lifespan Psychology (5)</li> <li><input type="checkbox"/> Elective courses – select with advisor (7)</li> </ul> |
|---|---|

90 TOTAL DEGREE CREDITS

SID:

## MEDICAL ASSISTANT (AAS) PRE-REQUISITE FLOW CHART

Start by talking with your assigned advisor to determine which courses to take first based on your placement scores.







**Big Bend Community College**  
**WORKFORCE EDUCATION PROGRAM REQUIREMENTS**

NAME:

**Certificate of Achievement**

Students working toward a Certificate of Achievement need to develop a program plan with the faculty advisor in their Workforce Education area of interest. The plan must include all related instruction components. The Certificate of Achievement is designed to provide recognition for the student who has not completed an Associate in Applied Science degree program.

**Certificate of Accomplishment**

Students working toward a Certificate of Accomplishment need to develop a program plan with the faculty advisor in their Workforce Education area of interest. The Certificate of Achievement is designed to provide recognition for the student who does not complete a Certificate of Achievement or an Associate in Applied Science degree program.

**Changes or substitutions for course work in the college catalog must be listed and approved by the advisor.** It is essential that students meet quarterly with their advisor before registration to review progress and plan their program.

Each program plan must be approved by the Workforce Education program advisor and Dean of Workforce Education. Certificates will be issued out of the Dean of Workforce Education Instructional Services office.

**Certificate of Achievement**                      **QTR & YR of Completion:** \_\_\_\_\_

**Certificate of Accomplishment**                      **QTR & YR of Completion:** \_\_\_\_\_

SID:

*Title of Certificate:*

\_\_\_\_\_

*Advisor Approval:*

\_\_\_\_\_  
Advisor

\_\_\_\_\_  
Date

*Program Completion Approval:*

\_\_\_\_\_  
Dean of Workforce Education

\_\_\_\_\_  
Date

\_\_\_\_\_  
Instructional Services Office Assistant

\_\_\_\_\_  
Date

NAME:

SID:

**Big Bend Community College**  
**WORKFORCE EDUCATION PROGRAM REQUIREMENTS**  
**Associate in Applied Science Degree**

**Credit Requirement:** Completion of the total credit requirements of the approved Workforce Education Program Plan. Minimum of 90 quarter hours. It is the student's responsibility to insure that he/she meets all of the technical and general education degree requirements.

**MATHEMATICS REQUIREMENT:** 3-5 credits\* in mathematics courses as stated in the approved Professional/Technical Program Plan.

BUS 102	Business Mathematics
MAP 100	Applied Mathematics (AMT)*
MAP 101	Applied Mathematics (AUT/WLD)
MAP 103	Applied Mathematics (MMT/IET)
MAP 117	Applied Mathematics for Workforce I
MAP 119	Applied Mathematics for Workforce II
MATH& 107	Math in Society
MATH& 141	Pre-Calculus I
MATH& 146	Intro to Statistics
MATH 147	Finite Mathematics
*AMT program requires two MAP 100 credits	

**WRITTEN COMMUNICATIONS REQUIREMENT:** 3-5 credits in written communications courses as stated in the approved Professional/Technical Program Plan.

BUS 121	Business English
ENGL& 101	English Composition I
ENGL 109	Applied Technical Writing

**ORAL COMMUNICATIONS REQUIREMENT:** 3-5 credits in oral communications courses as stated in the approved Professional/Technical Program Plan.

AVF 225	Effective Communications in Flight Instruction
CMST 100	Human communications
CMST& 210	Interpersonal Communications
CMST& 220	Public Speaking

**HUMAN RELATIONS REQUIREMENT:** 3-5 credits in human relations courses as stated in the approved Professional/Technical Program Plan.

BUS 120	Human Relations on the Job
EDUC& 115	Child Development
PSYC& 100	General Psychology
SOC& 101	Intro to Sociology

**INDUSTRIAL FIRST AID REQUIREMENT:** 2 credits in Industrial First Aid or equivalent or higher certification as stated in the approved Professional/Technical Program Plan.

FAD 150	Industrial First Aid and CPR plus Bloodborne Pathogens
Current First Aid/CPR, First Responder, or EMT card	



Approval: \_\_\_\_\_

Advisor \_\_\_\_\_ Date \_\_\_\_\_

Program Completion Approval: \_\_\_\_\_

Dean of Workforce Education \_\_\_\_\_ Date \_\_\_\_\_

Each program must be approved by the Workforce Education program advisor. Program changes and substitutions must be approved by the program advisor prior to application for degree.