

## MEDICAL ASSISTANT

The Medical Assistant field is one of the fastest growing in the nation. Medical assistants perform clinical and administrative functions to keep healthcare delivery settings running smoothly. In small practices, medical assistants are usually “generalists,” handling both administrative and clinical duties, reporting directly to the office manager or physician. In large practices, the medical assistant tends to specialize in a particular area under the supervision of a department administrator. Medical assistants perform a variety of clinical and administrative duties, including: Updating and filing medical records; arranging hospital admission and laboratory services; handling bills and bookkeeping; taking and recording vital signs and medical histories; patient education; collecting and preparing laboratory specimens; performing basic laboratory procedures; preparing and administering medications; performing EKGs; and starting IV’s. There are a wide array of employment opportunities for medical assistants which include health maintenance organizations, hospitals, long term care facilities, physicians’ offices and offices of other health practitioners such as chiropractors, optometrists and podiatrists.

Medical assistants held approximately 417,000 jobs in 2006. The North Carolina Area Health and Education Center lists the average salary range for certified medical assistants as \$21,930 – \$34,650 annually. Graduates of the Medical Assistant program are eligible to take the certification examination administered by the Certifying Board of the American Association of Medical Assistants.



## ADMISSION

To ensure consideration an application should be submitted by March 1 for the fall semester and October 1 for the spring semester. An application will be reviewed after the deadlines on a space available basis. Students enrolling in the spring semester will not be able to begin clinical coursework until the fall semester.

Applications are considered based on academic history, SAT, ACT, or ASSET scores, references and essay. Applicants to the diploma program must have high school or college level Algebra I, and either Algebra II or geometry, and biology. Minimum suggested test scores: SAT (430 critical reading/ 380 math), ACT (18), or ASSET (35 writing, 37 reading, 33 numerical).

In addition to the requirements for the diploma, applicants to the associate degree program are required to have a high school or college level chemistry and Algebra I, Algebra II, and either geometry or a math with Algebra II as a prerequisite. Additional information on admissions requirements and how to apply is available at [www.cabarruscollege.edu](http://www.cabarruscollege.edu).

## STUDENT PERSPECTIVE



The faculty in this program are very approachable and work with each student to help them succeed. My education prepared me for a position as a medical assistant, and gave me a broader understanding of the healthcare industry.

Morgan Gibson  
2009 Medical Assistant Graduate

Our small faculty to student ratio, mentoring from faculty, and hands on approach to learning provides a unique learning environment. Our hands on approach to education helped our medical assistant graduates have a 100% pass rate on the certification exam in 2008.

If you are looking to expand your horizons outside the classroom, get involved in campus activities like the Medical Assistant Student Organization or the Student Government Association. You can also participate in a community service project with other students. This is a great way to make new friends, and develop a sense of how a career in the health sciences positively impacts the people in our region.

## CURRICULUM PLAN

### DIPLOMA PROGRAM

#### Fall Semester

Course #	Course Title	Credit Hours
ENG 101	English Composition I	3
CAS 190	Comp. for Healthcare Inf. Sys.	3
MED 101	Medical Assisting I	6
MED 102	Human Anatomy & Physiology for Medical Assisting	3
BIO100	Medical Terminology	1
<b>TOTAL</b>		<b>16</b>

#### Spring Semester

Course #	Course Title	Credit Hours
MED 111	Business Applications	4
PSY 101	General Psychology	3
MED 110	Medical Assisting II	10
<b>TOTAL</b>		<b>17</b>

#### Summer Session

Course #	Course Title	Credit Hours
MED 120	Medical Assisting Practicum	6
<b>TOTAL</b>		<b>6</b>

39 semester hours are required to earn a Diploma in the Medical Assistant program.

### ASSOCIATE DEGREE PROGRAM

All courses in the Diploma Program plus:

#### Fall Semester

Course #	Course Title	Credit Hours
SOC 101	Introduction to Sociology	3
BIO 190	Principles of Microbiology	4
BIO 210	Human Anatomy & Physiology I	4
PSY 150	Human Growth & Development	3
<b>TOTAL</b>		<b>14</b>

#### Spring Semester

Course #	Course Title	Credit Hours
BIO 150	Nutrition for Healthy Living	3
BIO 220	Human Anatomy & Physiology II	4
HUM	Humanities Elective	3
— —	Elective	3
<b>TOTAL</b>		<b>13</b>

#### Summer Session

Course #	Course Title	Credit Hours
MED230	Medical Assisting Internship	3
<b>TOTAL</b>		<b>3</b>

69 semester hours are required to earn an Associate of Science Degree in the Medical Assistant Program.

## PLANNING FOR ENROLLMENT

### When can I visit the College?

Stop by to talk with an admissions counselor Monday - Friday 9:00 a.m. - 4:00 p.m. (room 133). If you would like to schedule a meeting ahead of time with an admissions counselor call 704-403-1556. Open house programs are also scheduled once a month. Find an updated schedule online at [www.cabarruscollege.edu](http://www.cabarruscollege.edu).

### Can I transfer credit?

Yes. However, some limitations may apply to the transfer of certain biological and physical science courses, as well as technology courses. Once you have been admitted to a degree program the registrar will determine transferability of credit and develop a curriculum plan.

### How do I apply for financial aid?

Over 84% of Cabarrus College students receive financial aid. The first step is to complete the FAFSA form. Our school code is 015358. Cabarrus College also offers approved programs for Veterans' Benefits. For information contact the financial aid office at 704-403-3507.



## ACCREDITATION

Cabarrus College of Health Sciences is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate and baccalaureate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Cabarrus College of Health Sciences.

The Medical Assistant Program is accredited by the Commission on Accreditation of Allied Health Education ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Medical Assisting Education Review Board Endowment (MAERB).

Commission on Accreditation of Allied Health Education Programs

1361 Park Street  
Clearwater, FL 33756  
727/210-2350

Cabarrus College offers equal educational opportunities.

Cabarrus College reserves the right to make any changes in its administrative and educational policies, curricula and financial requirements.



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08/09

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ASSOCIATE DEGREE AND DIPLOMA



# CABARRUS COLLEGE OF HEALTH SCIENCES