

# MEDICAL ASSISTANT (AAS)

## Associate of Applied Science

### Career-Technical Program

#### Interest Areas: Healthcare

The Medical Assistant program prepares students to work as entry-level healthcare providers in settings such as physician's offices, health care clinics, and hospitals. The role of the medical assistant is to assist the physician and other professionals in managing the care of clients. Medical assistants are responsible for performing duties in the areas of office management, patient care, and collecting and processing laboratory specimens. Medical assistants work under the direct supervision of a physician or other designated professional.

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

Successful completion of the Medical Assistant Intermediate Technical Certificate program will result in eligibility to take the national (CMA) certification exam for medical assisting. Students are encouraged to continue their education by completing the Medical Assistant AAS degree.

This is an open entry program. In order to progress in this program, a student must earn a "C" grade or better in each program course. For program specific requirements please refer to the program website.

**Contact Information:**  
**Health Professions Division**  
**Meyer Health and Sciences Building, Room 257**  
**Phone: (208) 676-7132**

Program Website (<https://www.nic.edu/programs/medical-assistant/>)

## Program Requirements

**Note:** All MAST courses will be offered in 8-week blocks.

Course	Title	Credits
<b>Semester 1</b>		
BIOL-175 or BIOL-227 <b>and</b> BIOL-228	Human Biology or Human Anatomy and Physiology I <b>and</b> Human Anatomy and Physiology II With Cadaver	4
CAOT-179	Medical Terminology	2
CAOT-120	Word Processing/Word I	1
CAOT-121	Word Processing/Word II	1
CAOT-122	Word Processing/Word III	1
GEM 3 - Mathematical Ways of Knowing		3-5
<b>Credits</b>		<b>12-14</b>
<b>Semester 2</b>		
COMM-101	Fundamentals of Oral Communication	3
ENGL-101	Writing and Rhetoric I	3
PHAR-150	Introduction to Pharmacology	3

PSYC-101 or SOC-101	Introduction to Psychology or Introduction to Sociology	3
<b>Credits</b>		<b>12</b>
<b>Semester 3</b>		
MAST-100	Phlebotomy	2
MAST-102	Clinical Skills for Medical Assistants I	1
MAST-103	Clinical Skills for Medical Assistants II	1
MAST-104	Clinical Skills for Medical Assistants III	1
MAST-112	Administrative Skills for Medical Assistants I	1
MAST-113	Administrative Skills for Medical Assistants II	2
MAST-114	Administrative Skills for Medical Assistants III	1
MAST-180	Introduction to Human Disease	3
HCIT-180	Medical Law and Ethics	3
<b>Credits</b>		<b>15</b>
<b>Semester 4</b>		
MAST-202	Clinical Skills for Medical Assistants IV	1
MAST-203	Clinical Skills for Medical Assistants V	1
MAST-204	Clinical Skills for Medical Assistants VI	1
MAST-206	Administration of Medication I	2
MAST-207	Administration of Medication II	1
MAST-212	Administrative Skills for Medical Assistants IV	2
MAST-213	Administrative Skills for Medical Assistants V	2
MAST-214	Administrative Skills for Medical Assistants VI	1
ALTH-107	Communication for Health Professionals	1
CAOT-186	Medical Coding	3
<b>Credits</b>		<b>15</b>
<b>Semester 5</b>		
MAST-230	Certified Medical Assistant Exam Review	3
MAST-290	Medical Assistant Externship	5
<b>Credits</b>		<b>8</b>
<b>Total Credits</b>		<b>62-64</b>

### Course Key



GEM



AAS

 Institutionally  
Designated


Gateway



Milestone

## Program Outcomes

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

1. Recognize physical, physiological, psychological and emotional development, and common disease processes throughout the lifespan.
2. Demonstrate professional behaviors of an entry level Medical Assistant.
3. Perform the administrative duties of an entry level Medical Assistant.
4. Perform the clinical duties of an entry level Medical Assistant.

In addition to the program outcomes, students will meet the following North Idaho College General Education (GEM) Requirements: Written and Oral Communication; Mathematical Ways of Knowing; Social and Behavioral Ways of Knowing; and an additional program-designated or selected course from any of the GEM requirements.