

# Medical Assisting

## Diploma in Applied Science

### Credit Requirements: 52 Semester Credit Hours

The Medical Assisting program prepares students to help other health care providers examine and treat patients and perform routine tasks needed to keep offices running smoothly. Duties may be administrative, clinical or both. Students who work in a small office or health care facility may handle both clinical and clerical duties. Students working in an office with a sizable staff will probably specialize in either the clinical or administrative aspects of the job.

The Medical Assisting program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP – [www.caahep.org](http://www.caahep.org)) upon the recommendation of the Curriculum Review Board of the American Association of Medical Assistants Endowment (CRB-AAMAE). CAAHEP, 1361 Park St., Clearwater, FL 33756, 727.210.2350. Graduates of the program are eligible to take the national AAMA certification examination.

### Admission Requirements

Applicants will be admitted to this program on a first-qualified, first-admitted basis. Applicants are considered to be qualified for admission to the next available class when they meet all college and program requirements. The program begins Summer Semester.

### APPLICANTS MUST COMPLETE ALL OF THE FOLLOWING REQUIREMENTS

#### I. General College Admission Requirements

Achieve admission to the college by meeting TTC's requirements for diploma programs. Please note that applicants not achieving appropriate test scores will be required to complete courses indicated by placement test scores.

*Note: Admission to the college does not guarantee admission to the Medical Assisting program.*

#### II. Program Admission Requirements

Applicants should ensure that each of the following admission requirements is on file in the Admissions office as soon as it is completed. Information may be submitted in person or by mail to:

Trident Technical College  
Admissions Office, AM-M  
(Student Center, Bldg. 410, Room 110)  
P.O. Box 118067  
Charleston, SC 29423-8067

- A. Achieve qualifying scores on the college's placement test, SAT or ACT. Contact an academic advisor and complete all courses indicated by placement test scores.
- B. Complete an Allied Health application for the Medical Assisting program.

*Note: When the number of applicants qualifying at the same time exceeds the number of spaces available in this program, admission will be prioritized according to the date and time that the Allied Health application was received in the Admissions office.*

- C. Attend an advising session and obtain a signed statement from a program faculty advisor verifying attendance. Advising session schedules are posted on the bulletin board located on the second floor of the Health Sciences Building (Bldg. 630), Room 206.
- D. Provide proof of high school graduation or equivalent by submitting a copy of your high school transcript, diploma or GED.
- E. Satisfy academic probation/suspension requirements, if applicable, by providing proof of a minimum 2.0 GPA on all college course work by submitting official copies of college transcripts to the Admissions office, other than TTC transcripts, OR, complete six semester credit hours with a minimum grade of C in each course, and a cumulative 2.0 GPA.
- F. Achieve the appropriate math score on TTC's placement test  
OR
  1. Complete MAT 101 Beginning Algebra with a minimum grade of C,OR
  2. Complete a beginning algebra course equivalent to MAT 101 with a minimum grade of C from an approved, regionally accredited postsecondary institution.

- G. Provide proof of current CPR certification. Students must maintain a current CPR card through entire program.
- H. Provide proof of keyboarding skills by completing AOT 105 Keyboarding or high school keyboarding with a minimum grade of C.
- I. Maintain a minimum cumulative 2.0 GPA and not be on academic or disciplinary suspension at the time of admission and date of entry into the program.
- J. At the time of entry to the program, show evidence of completion of the criminal background check required by the college.
- K. AHS 104 Medical Vocabulary/Anatomy completed within five years.

*Note: Students who intend to complete the Associate Degree in Occupational Technology need to complete appropriate prerequisites for the math and English requirements.*

### III. General Admission Procedures for the Medical Assisting Program

Prior to admission to the program, provide the TTC program coordinator with a completed, current Allied Health-Student Health Record. Applicants who meet college and program requirements will be considered qualified and will be admitted on a first-qualified, first-admitted basis. Qualified applicants will be sent a letter indicating the year and semester that they have been admitted.

*Note: Falsification of any information submitted will make a student ineligible for admission to or continuation in the Medical Assisting program.*

### IV. Course Progression

In order to progress to the next semester once accepted into the program, students must:

1. Earn a C or better in the lecture, laboratory and clinical components of all Medical Assisting courses.
2. Earn a satisfactory grade of S on professional development evaluation.
3. Earn a C or better in all prerequisite, corequisite and support courses.
4. Maintain a minimum 2.0 cumulative GPA throughout the program.
5. Successfully meet a stringent clinical attendance policy.

### Readmission to a Program

Students who receive a W, D or F in a prerequisite or corequisite course may request consideration for readmission to the Medical Assisting program. Readmission to the program is not automatic. See the Allied Health Sciences overview.

### Recommended Sequence of Courses

#### Prerequisite

AHS 104	Medical Vocabulary/Anatomy	3
		<b>Total 3</b>

#### First Semester – Summer

AHS 105	Medical Ethics and Law	2
AHS 114	Basic First Aid	1
AHS 121	Basic Pharmacology	2
AHS 142	Phlebotomy	2
AHS 170	Fundamentals of Disease	3
MED 102	Introduction to the Medical Assisting Profession	2
MED 131	Administrative Skills of Medical Office I	2
		<b>Total 14</b>

#### Second Semester – Fall

CPT 101	Introduction to Computers	3
MED 107	Medical Office Management	4
MED 114	Medical Assisting Clinical Procedures	4
MED 115	Medical Office Lab Procedures I	4
MED 132	Administrative Skills of Medical Office II	3
		<b>Total 18</b>

#### Third Semester – Spring

CPT 179	Microcomputer Word Processing	3
ENG 101	English Composition I	3
<b>or</b>		
*ENG 150	Basic Communication	3
MED 158	Clinical Office Experience	8
PSY 201	General Psychology	3
		<b>Total 17</b>

## Associate Degree Completion Program

### Associate in Applied Science General Technology Medical Assisting Career Path

The Medical Assisting associate degree completion program is designed for medical assistants who need an associate degree for career advancement or transfer purposes. Students who have completed the Medical Assisting diploma program as outlined above will be eligible for an associate in Applied Science-General Technology upon completion of the following general education and secondary specialty courses. A grade point average of 2.0 on all college work presented to fulfill program requirements is required for graduation.

BIO 210	Anatomy and Physiology I	4
BIO 211	Anatomy and Physiology II	4
IDS 201	Leadership Development	3
MAT 110	College Algebra	3
<b>or</b>		
MAT 120	Probability and Statistics	3
PSY 203	Human Growth and Development	3
SPC 205	Public Speaking	3
<b>or</b>		
SPC 209	Interpersonal Communication	3
MGT 101	Principles of Management	3
MGT 120	Small Business Management	3
<b>or</b>		
MKT 101	Marketing	3
<b>or</b>		
PSY 212	Abnormal Psychology	3
<b>or</b>		
SPA 101	Elementary Spanish I	4
		<b>Total 26-27</b>

*\*Students who intend to pursue a degree in General Technology should select ENG 101.*

## Ophthalmic Clinical Assistant

### Diploma in Applied Science Credit Requirements: 40 Semester Credit Hours

The Ophthalmic Clinical Assistant program prepares students to provide support services to ophthalmologists and optometrists. The ophthalmic clinical assistant is an important member of the eye

care team, supplying vital information to the doctor who is treating the patient.

### Admission Requirements

Applicants will be admitted to this program on a first-qualified, first admitted basis. Applicants are considered to be qualified for admission to the next available class when they meet all college and program requirements.

### APPLICANTS MUST COMPLETE ALL OF THE FOLLOWING REQUIREMENTS

- I. **General College Admission Requirements**  
Achieve admission to the college by meeting TTC's requirements for diploma programs. Please note that applicants not achieving appropriate test scores will be required to complete courses indicated by placement test scores.

*Note: Admission to the college does not guarantee admission to the Ophthalmic Clinical Assisting program.*

- II. **Program Admission Requirements**

Applicants should ensure that each of the following admission requirements is on file in the Admissions office as soon as it is completed. Information may be submitted in person or by mail to:

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- A. Achieve qualifying scores on the college's placement test, SAT or ACT. Contact an academic advisor and complete all courses indicated by placement test scores.
- B. Complete an Allied Health application for the Ophthalmic Clinical Assisting program.

*Note: When the number of applicants qualifying at the same time exceeds the number of spaces available in this program, admission will be prioritized according to the date and time that the Allied Health application was received in the Admissions office.*