# 2019-2020 TTC Catalog

## General Technology - Medical Assisting

**Associate in Applied Science in General Technology**

**Medical Assisting Career Path**

**60 Credit Hours**

This associate degree in General Technology – Medical Assisting is a completion program for students who hold a diploma in Medical Assisting. Students who already hold this diploma should consult with the program advisor.

Students can earn only one degree in General Technology in a single career path.

**General Education Requirements**

ENG 101 English Composition I 3
MAT 155 Contemporary Mathematics 3
PSY 201 General Psychology 3
SPC 205 Public Speaking 3
or
SPC 209 Interpersonal Communication 3

| REQ HUM | Select from [Humanities](#) | 3 |
|---------|-----------------------------|---|

Total: 15

**Major Requirements**

AHS 104 Medical Vocabulary-Anatomy 3
AHS 105 Medical Ethics and Law 2
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 122 Medical Assisting Lab Procedures I 2
MED 125 Medical Assisting Advanced Laboratory 2
MED 131 Administrative Skills of Medical Office I 2
MED 134 Medical Assisting Financial Management 2
MED 135 Medical Office Insurance I 2
MED 136 Medical Office Insurance II 2
MED 141 Medical Office Clinical Skills I 2
MED 142 Medical Office Clinical Skills II 2
MED 151 Medical Assisting Clinical I 4
MED 152 Medical Assisting Clinical II 4

Total: 38

**Other Requirements**

Select a minimum of 7 credit hours from the following:

BIO 210 Anatomy and Physiology I 4
BIO 211 Anatomy and Physiology II 4
MGT 101 Principles of Management 3
MGT 120 Small Business Management 3
MKT 101 Marketing 3
PSY 212 Abnormal Psychology 3
PSY 203 Human Growth and Development 3

Total: 7

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**

1. **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.*

2. **Program Admission Requirements**
   Applicants should ensure that documentation of each of the following admissions 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

   Upon admission to the College and submission of official high school and college transcripts, complete the online **Health Sciences Application** through the TTC Portal. Once the application is received, complete the following prerequisite steps:

   a.    i. Achieve the qualifying scores on the TTC placement test, SAT or ACT; or satisfactorily complete RWR 100 IIntegrated Transitional Reading and English and MAT 032 Developmental Mathematics; or satisfactorily complete the equivalent courses from an approved, regionally accredited postsecondary institution.
   Complete AOT 105 Keyboarding or high school keyboarding with a minimum grade of C. Contact the Medical Assisting Program Coordinator regarding keyboarding options. (Please see Medical Assisting faculty for more details).
       ii. Achieve a minimum cumulative 2.0 GPA at the time of acceptance and at date of entry into the program.

iii. Complete the online Information Session on the TTC Portal page for Medical Assisting and achieve a score of 100% on the online quiz following the session to verify the information was reviewed and understood.

3. **General Admission Procedures for the Medical Assisting Program**

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 notified via my.tridenttech.edu email indicating the year and semester that they have been admitted. Students will be required to provide a completed, current Health Sciences – Student Health Record including all immunizations and titers, TB (PPD) tests, as well as current Healthcare Provider CPR certification, major medical insurance and medical professional liability coverage.

Students will also be notified by my.tridenttech.edu email the date and time of the mandatory program orientation. Failure to attend will result in forfeiture of seat in the program.

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

4. **Course Progression**

In order to progress to the next semester once accepted into the program, students must:
   a. Earn a grade of C or better in all courses required for the program.
   b. Earn a satisfactory grade of S on professional development evaluation.
   c. Maintain a minimum 2.0 cumulative GPA throughout the program.
   d. Successfully meet a stringent clinical attendance policy.