2019-2020 TTC Catalog

Medical Assisting

Diploma in Applied Science in Medical Assisting

48 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. Graduates who work in a small office or health care facility may handle both clinical and clerical duties. Graduates working in larger medical practices will probably specialize in either the clinical or administrative aspects of the job.

Graduates of the program are eligible to take the national AAMA certification examination.

Accreditation

Commission on Accreditation of Allied Health Education Programs
25400 US Highway 19 North, Suite 158
Clearwater, FL 33763
727.210.2350
www.caahep.org

General Education Core Requirements

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

Total: 9

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

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. Achieve the qualifying scores on the TTC placement test, SAT or ACT; or satisfactorily complete RWR 100 Integrated 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).
   b. Achieve a minimum cumulative 2.0 GPA at the time of acceptance and at date of entry into the program.
   c. 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.

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.