

# 2018-2019 TTC Catalog

## Medical Assisting

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### 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](http://www.caahep.org)

#### General Education Core Requirements

ENG 101 English Composition I 3

or

ENG 150 Basic Communications 3

PSY 201 General Psychology 3

Total: 9

#### Major Requirements

AHS 104 Medical Vocabulary-Anatomy 3

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

CPT 179 Microcomputer Word Processing 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: 42

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

- 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 a Health Sciences 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 Health Sciences application was received in the Admissions office.*
- c. Complete the online Information Session and quiz with a score of 100 percent.
- d. Provide proof of high school graduation or equivalent by submitting a copy of your high school transcript, diploma or GED.
- e. Provide 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 or MAT 152 Elementary Algebra or MAT 155 Contemporary Mathematics 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 and AHS 121 Basic Pharmacology completed within three years.

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

### **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.