

Medical Assistant

Program

Medical Assistant Technology

Degree Type

Associate in Applied Science (AAS)

Note: Subject to change due to statewide standardization of medical assistant programs.

General Admission Requirements

In addition to the general admission requirements for the College, admission to any nursing program requires:

1. Unconditional admission to the College.
2. 2.0 grade point average (GPA) or previous Southern Union students must have a minimum 2.0 GPA or higher at SUSCC.
3. Transfer students must enter SUSCC on clear academic status (cumulative 2.0 GPA).
4. Official transcripts received by Records Office (Wadley Campus) from ALL post-secondary institutions attended (or official transcripts from high school/ GED scores for those who have never attended college).
5. Meeting eligibility requirements for English 101 and Math 100 and satisfaction of the College reading requirement.
6. Submission of application for Medical Assistant Technology Program by deadline.

Admission to the Medical Assistant Technology Program is competitive, and the number of students admitted is limited by the number of clinical facilities available, after meeting minimal application requirements. *Meeting minimal requirements does not guarantee acceptance.*

Medical Assistant Progression Policies Progression Requirements

In order to continue in the program, the student must:

1. Achieve a grade of C or better in all required general education and program courses.
2. Be accepted by all clinical agencies for clinical experiences.
3. Maintain program health requirements.
4. Maintain ability to meet essential functions for program with or without reasonable accommodations.

Definitions:

Reinstatement: Students who have a withdrawal or failure in a program course and are eligible to return to that course will be considered for reinstatement to the program.

Readmission: Students not eligible for program reinstatement may apply for program admission as a new student and must submit all application criteria. If accepted as a new student, the student must take or retake all program courses.

Reinstatement Policy

In order to progress in the program, the following policy should be followed:

1. A total of two unsuccessful attempts in two separate semesters (D, F, or W) in the program will result in dismissal from the program.
2. A student may be reinstated to the program only one time. The reinstatement is not guaranteed due to limitations in clinical spaces. All Medical Assistant Technology program admission standards must be met.
3. A student must have a 2.0 cumulative GPA at the current institution for reinstatement.
4. If a student has a documented extenuating circumstance that should be considered related to a withdrawal or failure, then this student may request a hearing before the Admission Committee or other appropriate college committee for a decision on repeating a course or readmission to the program.

Academic Courses

| Item # | Title | Credits |
|---------|--|---------|
| ENG 101 | ENGLISH COMPOSITION I | 3 |
| | SPH 106 or SPH 107 | 3 |
| IDS 102 | ETHICS | 3 |
| | MTH 100 or Higher-Level Math | 3 |
| | BIO 111 or SEQUENCE OF BIO 201 and BIO 202 | 4-8 |
| PSY 200 | GENERAL PSYCHOLOGY | 3 |
| | MAT 101 or OAD 211 or HPS 105 | 3 |
| MAT 111 | CLINICAL PROCEDURES I FOR THE MEDICAL ASSISTANT | 3 |
| | MAT 120 or OAD 214 | 3 |
| | MAT 121 or OAD 214 | 3 |
| MAT 216 | PHARMACOLOGY FOR THE MEDICAL OFFICE | 4 |
| MAT 125 | LABORATORY PROCEDURES I FOR THE MEDICAL ASSISTANT | 3 |
| HED 231 | FIRST AID | 3 |
| MAT 205 | CLINICAL SPECIALITIES FOR THE MEDICAL ASSISTANT | 4 |
| MAT 215 | LABORATORY PROCEDURES II FOR THE MEDICAL ASSISTANT | 3 |
| MAT 218 | EKG TECHNICIAN | 3 |
| | Mat 220 or OAD 215 & OAD 216 | 3-6 |
| MAT 230 | Medical Assisting Practicum | 2 |
| MAT 239 | PHLEBOTOMY PRECEPTORSHIP | 3 |
| MAT 228 | MEDICAL ASSISTANT REVIEW COURSE | 1 |

Electives

Choose a minimum of 3 credits hours.

| Item # | Title | Credits |
|---------|----------------------------------|--------------|
| NAS 100 | LONG TERM CARE NURSING ASSISTANT | 4 |
| OAD 101 | BEGINNING KEYBOARDING | 3 |
| CIS 146 | MICROCOMPUTER APPLICATIONS | 3 |
| PSY 210 | HUMAN GROWTH AND DEVELOPMENT | 3 |
| | Total Credits | 63-71 |