

MEDICAL ASSISTANT

Medical Assistant A.A.S. Degree..... 62 credits
Medical Assistant Diploma..... 42 credits

Major Description

Dakota County Technical College's Medical Assistant Program is accredited by CAAHEP (Commission on Accreditation of Allied Health Education Programs) on recommendation of the Curriculum Review Board of the American Association of Medical Assistants' Endowment (AAMAE). The medical assistant is a professional, multi-skilled person dedicated to assisting in patient care management. This program is a one-year program, including an unpaid seven-week externship in the final semester.

Nature of Work

The program prepares graduates to assist doctors with examinations and treatments, take medical histories, perform diagnostic tests, sterilize instruments and supplies, assist with minor surgery and administer medications. Office work may include answering phones, making appointments, working with medical records, correspondence and completing insurance forms. The laboratory work may include specimen collection and completing routine lab work done in doctor's offices, like urinalysis, microbiology, blood work, ECG and X-ray.

Career Opportunities

Graduates assist primary care physicians and specialists in clinics ranging from single physician to large multi-specialty clinics. Opportunities may be available in other health care industries in a variety of areas. This occupation is listed by the U.S. Department of Labor as one of the fastest-growing careers in the United States.

Program Delivery

Students can start full-time in the Fall for the on-campus program and full-time in January for the online enhanced program. Students may begin part-time any semester.

After DCTC

DCTC has transfer agreements for this program with the following colleges: Southwest Minnesota State University and Saint Mary's University. See Career Services for more information.

Professional Organizations

The American Association of Medical Assistants has a chapter in Minnesota and a local chapter in the south suburban area to allow the students to have a professional organization to affiliate with while in school. There is a national certification test that is taken at the completion of the program for the Certified Medical Assistant title.

Admissions Requirements

Students applying to the Medical Assistant program must meet the requirements identified on the DCTC Admissions Checklist. Students must have a high school diploma or GED to be accepted into the program. This credential is required because of the Clinical Laboratory Improvement Amendment of 1988 (federal law) that states no one can practice in a laboratory without a high school diploma or GED.

Other Requirements

The student will be required to begin the Hepatitis B vaccination series or sign a declination statement before beginning invasive procedures in the first semester. The student will be required to show proof of immunization prior to their externship course.

Course Prerequisites

Students must score 66 or above on the Reading Comprehension portion of the ACCUPLACER test in order to register for MDAS courses. It is recommended that students who score below 66 on this portion of the test, take a reading intensive course like ENGL 0123 Medical Reading and Study Skills to help raise their score.

Students who score below 38 on the arithmetic portion of the ACCUPLACER test will be required to take MATS0200 Basic Math or MATS0334 Independent Math prior to enrolling or concurrent with HEAL1150 Health Careers Math.

Student Outcomes

1. Graduates of this program will be prepared for immediate employment in the medical assisting field.
2. Graduates will be able to successfully take and pass the national certification exam.
3. Graduates will be experienced in medical office protocol and this transition will familiarize them with the world of work.
4. See the General Education outcome statement on page 84 of the college catalog.

Medical Assistant – A.A.S. Degree

Courses		Cr
HEAL1101	Anatomy and Physiology	4
HEAL1150	Health Career Mathematics	1
HEAL1502	Medical Terminology	2
MDAS1122	Laboratory Skills I	5
MDAS1130	Clinical Procedures I	3
MDAS1140	Phlebotomy	1

MDAS1210	Disease/Medical Treatment & Nutrition	3
MDAS1222	Laboratory Skills II	4
MDAS1230	Clinical Procedures II	3
MDAS1250	Fundamentals of Radiographic Imaging	2
MDAS1270	Administrative Procedures	3
MDAS1700	Pharmacology for Medical Assistants	3
MDAS2970	Externship	6
OFFC1130	MS Word I	2
Total		42

General Education

See the General Education requirements on page 85 of the college catalog.

Total	20
TOTAL Program Requirements	62

Medical Assistant – Diploma

Courses	Cr	
HEAL1101	Anatomy and Physiology	4
HEAL1150	Health Career Mathematics	1
HEAL1502	Medical Terminology	2
MDAS1122	Laboratory Skills I	5
MDAS1130	Clinical Procedures I	3
MDAS1140	Phlebotomy	1
MDAS1210	Disease/Medical Treatment, incl. Nutrition	3
MDAS1222	Laboratory Skills II	4
MDAS1230	Clinical Procedures II	3
MDAS1250	Fundamentals of Radiographic Imaging	2
MDAS1270	Administrative Procedures	3
MDAS1700	Pharmacology for Medical Assistants	3
MDAS2970	Externship	6
OFFC1130	MS Word I	2
Total		42
TOTAL Program Requirements	42	

Why DCTC?

Besides our programs and focus on technology, there are plenty of other great reasons for attending DCTC.

Nearly 94% Job Placement

Most of DCTC's students come here with a career goal in mind. And we take great pride in making sure that goal gets accomplished by providing you with the skills that employers are seeking. Year after year, we place more than 94% of our graduates in their field within six months of graduation. And as always, we offer lifetime placement assistance to graduates.

Working with Business

The working world is all about networking, and DCTC is no exception to the rule. With more than 500 local, state and national partnerships, DCTC stays tapped into the latest trends and demands. This has resulted in development of programs such as Railroad Conductor Technology and GM ASEF, which are specifically designed to meet the needs of business and industry.

Instructors who Live It

Our instructors don't just know their stuff – they live it. They have worked extensively in their field and remain active in the industry, bringing their experiences to their classrooms, shops, labs, and studios. And they do more than just teach. They advise and mentor students to help them set goals and achieve them, whether it's finding a new career or advancing in a current one.

Technology Driven

From wireless access, to new science labs and up-to-date computer equipment and software, DCTC recognizes the importance of providing you with the latest technology to best prepare you for your future. Whether you take advantage of online courses or choose to learn at our newly renovated campus, you can be assured that the latest technology is at your fingertips.