



DAVIS COLLEGE

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Medical Assisting Associate Degree

The Medical Assisting program is designed to prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

The Medical Assisting program prepares the students for employment in medical offices and clinics as part of the health care team. Students will study both administrative and clinical procedures.

Upon completion of the Associate of Applied Science degree with a major in Medical Assisting, the Davis College graduate will be prepared to:

- Assist physician with various patient examinations, medical procedures, minor surgeries, and administration of medications.
- Follow prescribed safety procedures in all areas of the medical office.
- Perform various administrative responsibilities in the medical office (telephone calls, appointment scheduling, EHR documentation, etc.).
- Demonstrate knowledge of medical terminology; anatomy and physiology; and diseases, disorders, and diagnoses of the human body.
- Use oral and written communication skills to interact effectively with patients and coworkers in the health care setting.
- Demonstrate professional conduct with patients, coworkers, and other health care professionals.
- Utilize procedural and diagnostic coding.
- Meet requirements to take the RMA certification examination.
- Apply the principles of the General Education Core and the Business Core.

Medical Assisting Associate Degree Program Outline

Course No.	Course Title	Cr. Hrs.
MED101*	Medical Terminology	4
MED106*	Introduction to Medical Professions	4
MED114*	Basic Billing and Coding	4
MED118*	Anatomy and Physiology A	4
MED119*	Anatomy and Physiology B	4
MED126	Administrative Procedures	4
MED132	Electronic Health Records	2
MED134	Practice Management Software	2
MED138	First Aid & Emergency Preparedness	3
MED139	Introduction to Clinical Procedures	4
MED206	Clinic I	4
MED207	Clinic II	4
MED250	Clinical Practicum	6
BUS138	CPR	1
CAS120	Word Processing	3
MGT102	Introduction to Business	5
OAM223	Business Communications	4
COM121	Composition I	5
COM122	Composition II	5
COM---	Communication Elective	4
HUM---	Humanities Elective	4
MTH102	Introductory Algebra I	5
SSC---	Social Science Elective	4
IDS110*	Forum on Technology and Resources	5
Total Program Credit Hours		94

*Foundation Courses required as part of the 45 hours completed before Mid-Program Assessment. The student needs to complete the Mid-Program and End-of-Program Assessment. The Student Handbook provides more detail on this process.