

# Medical Assisting - AAS-T (BAS-OLTM option)



2023-24

## Program map for Medical Assisting Associate in Applied Science Transfer (AAS-T) option for Bachelor of Science in Organizational Leadership in Technology Management (BAS-OLTM option)

Students develop knowledge and skills necessary for employment in clinical and administrative-support areas of medical clinics. See Learning Outcomes for details.

The Lower Columbia College Medical Assisting Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP). This assures the highest standards in a medical assisting curriculum and qualifies the successful graduate to sit for the national Certified Medical Assistant (CMA) exam administered by the American Association of Medical Assistants (AAMA). This program meets the academic requirements to apply for admittance into Lower Columbia's Bachelor of Applied Science degree in Organizational Leadership and Technical Management which prepares professionals for positions in leadership, technical management and supervision.

### See also

- [Degree Requirements for Health Sciences and Wellness programs \( lowercolumbia.edu/programs/health \)](https://www.lowercolumbia.edu/programs/health)
- [Course descriptions in LCC Catalog \( lowercolumbia.edu/publications/catalog/courses \)](https://www.lowercolumbia.edu/publications/catalog/courses)
- [Distribution lists in LCC Catalog \( lowercolumbia.edu/publications/catalog/distribution-lists \)](https://www.lowercolumbia.edu/publications/catalog/distribution-lists)

( [lowercolumbia.edu/program-maps/health/](https://www.lowercolumbia.edu/program-maps/health/) ) **Important:** Many course sequences only begin in fall quarter. Check with your program advisor.

## By Quarter Overview

### First Quarter

[Review Clinical Requirements for Medical Assisting \( lowercolumbia.edu/programs/health/medical-assisting/clinical-requirements \)](https://www.lowercolumbia.edu/programs/health/medical-assisting/clinical-requirements)

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- BTEC 171: Medical Reception Procedures (3 credits)
    - *ENGL 099\**
  - COLL 101: College Success 101 (2 credits)
  - CS 110: Intro Microcomputer Applications (3 credits) or BTEC 145: Intro to MS Word (5 credits)
    - *Ability to use a keyboard\**
  - PSYC& 100: General Psychology (5 credits) or BUS 144: Management of Human Relations:DIV (5 credits)

\*Pre- and/or co-requisite(s)

## Second Quarter

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- AH 114: Health Communication Skills (2 credits) or PSYC& 200: Lifespan Psychology (5 credits)
  - For AH 114: ENGL 099 or placement into ENGL& 101\*
  - PSYC& 200: PSYC& 100\*
- BTEC 172: Medical Office Procedures (3 credits)
  - BTEC 171\*
- ENGL& 101: English Composition I (5 credits)
  - Placement or ENGL 99\*
- MEDA 101: Medical Vocabulary I (3 credits) or BTEC 181: Medical Terminology I (3 credits)

\*Pre- and/or co-requisite(s)

## Third Quarter

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- BTEC 173: Computers in the Medical Office (3 credits)
  - BTEC 172\*
- Natural Science w/Lab (5 credits) (recommend BIOL& 160)
- MATH& 107: Math in Society (5 credits) or higher with the exception of MATH& 131
  - C or better in MATH 97\* OR MATH 98\*
- MEDA 102: Medical Vocabulary II (3 credits) or BTEC 182: Medical Terminology II (3 credits)
  - MEDA 101\* or BTEC 181\*

\*Pre- and/or co-requisite(s)

## Fourth Quarter

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- CMST& 220: Public Speaking (5 credits) or ENGL& 102 Composition II (5 credits)
  - For ENGL& 102: ENGL& 101\*
- MEDA 120: Survey of Anatomy and Physiology (5 credits) or BIOL& 241: Human A&P I and BIOL& 242: Human A&P II (10 credits)
  - For MEDA 120: ENGL 099 or placement into ENGL& 101\*
  - For BIOL& 241: BIOL& 160, BIOL& 260, or BIOL& 222\* with a grade of C or above
  - Note: BIOL& 241 and 242 would be taken in separate quarters
- MEDA 161: Examining Room Procedures I (4 credits)
  - Entry into MA program; ENGL& 101\*, AH 114\* or PSYC& 200\*

\*Pre- and/or co-requisite(s)

## Fifth Quarter

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- Diversity (5 credits) (recommend HUM 104: Ethics and Cultural Values or SOC& 101: Introduction to Sociology)
- HLTH 105: First Aid, CPR, and Bloodborne Pathogens (1 credit) or HLTH 100: Occupational Safety and Health (3 credits) (if needed)
- MEDA 122: Law & Ethics for the Medical Office (3 credits)
  - ENGL& 101\* or BUS 119\*

- MEDA 162: Examining Room Procedures II (4 credits)
  - *Current Enrollment in MA program; MEDA 161\* and MEDA 101\* (or BTEC 181\*), MEDA 120\* or (BIOL& 241 and BIOL& 242)*

*\*Pre- and/or co-requisite(s)*

## Sixth Quarter

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- MEDA 145: Medical Laboratory Techniques (6 credits)
  - *Current enrollment in MA program; MEDA 101\* and 102\* (or BTEC 181 and 182), MEDA 120\* (or BIOL& 241\* AND 242\*), MEDA 161\*, MEDA 162\*, HLTH 100 or 105 or BBP Certificate*
- MEDA 165: Medications in Medical Assisting and Diseases (5 credits)
  - *Current enrollment in MA program; MEDA 101\* and 102\* (or BTEC 181 and 182), MEDA 120\* (or BIOL& 241\* AND 242\*), MEDA 161\*, MEDA 162\*, HLTH 100 or 105 or BBP Certificate*

*\*Pre- and/or co-requisite(s)*

## Seventh Quarter

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- MEDA 190: Medical Preceptorship (6 credits)
  - *Current enrollment in MA program; completion of previous MEDA courses and program requirements*
- MEDA 195: Medical Assisting Seminar (1 credit)
  - *Current enrollment in MA program; completion of previous MEDA courses and program requirements; Co-req: MEDA 190*
- Elective (recommend MEDA 205: Certification Review for Medical Assisting [2 credits])

*\*Pre- and/or co-requisite(s)*

## Detailed Class Sequence

### 1. Medical Reception Procedures

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BTEC 171 (3 credits)

*Pre- and/or co-requisite(s): ENGL 099*

### 2. College Success 101

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COLL 101 (2 credits)

### 3. Intro Microcomputer Applications or Introduction to MS Word

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CS 110 (3 credits) or BTEC 145 (5 credits)

*Pre- and/or co-requisite(s): Ability to use a keyboard*

### 4. General Psychology or Management of Human Relations:DIV

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PSYC& 100 (5 credits) or BUS 144 (5 credits)

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## 5. Health Communication Skills or Lifespan Psychology

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AH 114 (2 credits) or PSYC& 200 (5 credits)

*Pre- and/or co-requisite(s): For AH 114: ENGL 099 or placement into ENGL& 101. PSYC& 100 for PSYC& 200*

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## 6. Medical Office Procedures

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BTEC 172 (3 credits)

*Pre- and/or co-requisite(s): BTEC 171*

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## 7. English Composition I

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ENGL& 101 (5 credits)

*Pre- and/or co-requisite(s): Placement OR ENGL 099*

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## 8. Medical Vocabulary I or Medical Terminology I

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MEDA 101 (3 credits) or BTEC 181 (3 credits)

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## 9. Medical Office Procedures

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BTEC 172 (3 credits)

*Pre- and/or co-requisite(s): BTEC 171*

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## 10. Natural Science with Lab (recommend General Biology with Lab: Cell/Molecular)

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BIOL&160 (5 credits)

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## 11. Math in Society

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Math 107 or higher with the exception of MATH&131 (5 credits)

*Pre- and/or co-requisite(s): C or better in MATH 97 or MATH 98*

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## 12. Medical Vocabulary II or Medical Terminology II

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MEDA 102 (3 credits) or BTEC 182 (3 credits)

*Pre- and/or co-requisite(s): MEDA 101 or BTEC 181*

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## 13. English Composition II or Public Speaking

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ENGL&102 (5 credits) or CMST&220 (5 credits)

*Pre- and/or co-requisite(s): ENGL&101 for ENGL&102*

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## **14. Survey of Anatomy and Physiology OR Human Anatomy and Physiology I and Human Anatomy & Physiology II**

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MEDA 120: Survey of Anatomy and Physiology (5 credits) OR BIOL& 241: Human A&P I and BIOL& 242: Human A&P II (10 credits)

*Pre- and/or co-requisite(s): For MEDA 120: ENGL 099 or placement into ENGL& 101. For BIOL& 241: BIOL& 160, BIOL& 260 or BIOL& 222*

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## **15. Examining Room Procedures I**

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MEDA 161 (4 credits)

*Pre- and/or co-requisite(s): Entry into MA Program; ENGL&101, AH 114 or PSYC&200*

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## **16. Diversity (recommend Ethics and Cultural Values or Introduction to Sociology**

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HUM 104 (5 credits) or SOC&101 (5 credits)

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## **17. First Aid, CPR and Bloodborne Pathogens or Occupational Safety and Health**

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HLTH 105 (1 credit) or HLTH 100 (3 credits)

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## **18. Law and Ethics for the Medical Office**

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MEDA 122 (3 credits)

*Pre- and/or co-requisite(s): ENGL& 101 OR BUS 119*

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## **19. Examining Room Procedures II**

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MEDA 162 (4 credits)

*Pre- and co-requisite(s): Current enrollment in MA program; MEDA 161, MEDA 101, (or BTEC 181), MEDA 120 (or BIOL&241 and 242)*

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## **20. Medical Laboratory Techniques**

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MEDA 145 (6 credits)

*Pre- and/or co-requisite(s): Current enrollment in MA program; MEDA 101 and 102 (or BTEC 181 and 182), MEDA 120 or (BIOL&241 and 242), MEDA 161, MEDA 162, HLTH 100 or 105 OR BBP CERTIFICATE*

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## **21. Medications in Medical Assisting and Diseases**

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MEDA 165 (5 credits)

*Pre- and/or co-requisite(s): Current enrollment in MA program; MEDA 101 and 102 (or BTEC 181 and 182), MEDA 120 or (BIOL&241 and 242), MEDA 161, MEDA 162, HLTH 100 or 105 OR BBP CERTIFICATE*

## 22. Medical Assisting Preceptorship

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MEDA 190 (6 credits)

*Pre- and/or co-requisite(s): Current enrollment in MA program; completion of previous MEDA courses and program requirements*

## 23. Medical Assisting Seminar

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MEDA 195 (1 credit)

*Pre- and/or co-requisite(s): Current enrollment in MA program; completion previous MEDA courses and program requirements; co-req: MEDA 190*

## 23. Elective (recommend Certification Review for Medical Assisting)

MEDA 205 (2 credits)



## Program Maps for Health Sciences and Wellness ( [lowercolumbia.edu/program-maps/health](http://lowercolumbia.edu/program-maps/health) )

- Health and Fitness - AA-DTA (with Fitness Specialist Certificate) ( [lowercolumbia.edu/program-maps/health/AADTA-Health-and-Fitness](http://lowercolumbia.edu/program-maps/health/AADTA-Health-and-Fitness) )
- Medical Assisting - AAS ( [lowercolumbia.edu/program-maps/health/AAS-Medical-Assisting](http://lowercolumbia.edu/program-maps/health/AAS-Medical-Assisting) )
- Medical Assisting - AAS-T (BAS-OLTM option) ( [lowercolumbia.edu/program-maps/health/AAS-T-Medical-Assisting-BAS-OLTM-option](http://lowercolumbia.edu/program-maps/health/AAS-T-Medical-Assisting-BAS-OLTM-option) )
- Medical Assisting - COP ( [lowercolumbia.edu/program-maps/health/COP-Medical-Assisting](http://lowercolumbia.edu/program-maps/health/COP-Medical-Assisting) )
- Nursing - AN-DTA/MRP (LPN2RN Campus Based Opt-in Option) ( [lowercolumbia.edu/program-maps/health/ANDTAMRP-Nursing-LPN2RN-Campus-Based-Opt-in-Option](http://lowercolumbia.edu/program-maps/health/ANDTAMRP-Nursing-LPN2RN-Campus-Based-Opt-in-Option) )
- Nursing - AN-DTA/MRP ( [lowercolumbia.edu/program-maps/health/ANDTAMRP-Nursing](http://lowercolumbia.edu/program-maps/health/ANDTAMRP-Nursing) )
- Nursing - AN-DTA/MRP (LPN2RN eLearning Option) ( [lowercolumbia.edu/program-maps/health/ANDTAMRP-Nursing-LPN2RN-eLearning](http://lowercolumbia.edu/program-maps/health/ANDTAMRP-Nursing-LPN2RN-eLearning) )
- Nursing - Associate in Pre-Nursing APN-DTA/MRP ( [lowercolumbia.edu/program-maps/health/AADTA-MRP-Pre-Nursing](http://lowercolumbia.edu/program-maps/health/AADTA-MRP-Pre-Nursing) )
- Nursing Assistant - COC ( [lowercolumbia.edu/program-maps/health/COC-Nursing-Assistant](http://lowercolumbia.edu/program-maps/health/COC-Nursing-Assistant) )
- Pre-Dental Hygiene - AA ( [lowercolumbia.edu/program-maps/health/AA-Pre-Dental-Hygiene](http://lowercolumbia.edu/program-maps/health/AA-Pre-Dental-Hygiene) )
- Substance Use Disorder Studies - AA/DTA ( [lowercolumbia.edu/program-maps/health/AADTA-Substance-Use-Disorder-Studies](http://lowercolumbia.edu/program-maps/health/AADTA-Substance-Use-Disorder-Studies) )
- Substance Use Disorder Studies - AAS ( [lowercolumbia.edu/program-maps/health/AAS-Substance-Use-Disorder-Studies](http://lowercolumbia.edu/program-maps/health/AAS-Substance-Use-Disorder-Studies) )
- Substance Use Disorder Studies - AAS-T (BAS-OLTM option) ( [lowercolumbia.edu/program-maps/health/AAS-T-Substance-Use-Disorder-Studies-BAS-OLTM-option](http://lowercolumbia.edu/program-maps/health/AAS-T-Substance-Use-Disorder-Studies-BAS-OLTM-option) )