



Get started on an  
in-demand career.

## MEDICAL ASSISTING

### Associate of Applied Science

Medical assistants are the only allied health professional specifically trained to work in ambulatory settings (such as physician offices, clinics, and group practices). Medical assistants are multi-skilled personnel who are capable of performing administrative and clinical procedures. A medical assistant performs delegated clinical and administrative duties within the supervising physicians' scope of practice consistent with medical assisting education, training and experience.

Medical assistants perform numerous functions that vary from office to office and continually change within the work environment. Interaction with other people, handling several responsibilities at once and dealing with the public are some of the everyday task required of a medical assistant. Being well groomed and displaying a courteous pleasant manner will enable you to put patients at ease and explain the physician's instructions. These individuals perform a variety of technical health care functions including vital signs, injections, venipunctures, filing, and appointment scheduling. You will work as a member of the allied health care team under the supervision of a physician's scope of practice.

#### JOB OPPORTUNITIES FOR GRADUATES

The skills acquired through the Medical Assistant Program, as well as successful completion of the nation certification exam, qualify graduates for positions in:

- Physician practices
- Ambulatory Care Facilities
- Specialty physician practices
- Nursing Care Facilities
- Medical Insurance offices
- Legal Organizations
- Medical and Diagnostic Laboratories
- Behavioral Health Facilities
- Public and Private Education Facilities

For more information, visit [www.owens.edu](http://www.owens.edu) or call:

#### Office of Admissions

Toledo-area Campus - (567) 661-7777  
Findlay-area Campus - (567) 429-3509

#### School of Nursing and Health Professions

(567) 661-7295

#### SALARY

Annual salaries based on experience range from \$22,650 - \$29,846.

#### LOCATION

Toledo-area Campus

#### ACCREDITATION

The Medical Assisting Program on the Toledo campus of Owens Community College is accredited by the Commission on Accreditation of Allied Health Education Program ([www.caahep.org](http://www.caahep.org)) upon recommendation of the Medical Assisting Education Review Board (MAERB).



Recognized by American Medical Technologists (AMT).



AMT  
American Medical Technologists  
Certifying Excellence in Allied Health

[www.owens.edu/medassist](http://www.owens.edu/medassist)

[www.facebook.com/Owens-Community-College-Medical-Assistant-Program](https://www.facebook.com/Owens-Community-College-Medical-Assistant-Program)



OWENS  
COMMUNITY COLLEGE

# Program Curriculum



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#### REQUIRED COURSES

\*The Age of Coursework for Medical Assisting Program (MAP) courses is 3 years - chair approval required for courses beyond that. Please refer to College Policy, Chapter 2 - Academic, 3358:11-2-22 Age of Coursework Policy.

#### 1ST SEMESTER

BIO 211	Anatomy and Physiology I	Credits: 4(Lec: 3 Lab: 3)
HIT 125	Language of Medicine	Credits: 3(Lec: 3)
IST 131	Microcomputers Concepts & Applications	Credits: 3(Lec: 3)
MAP 105	Medical Assisting Roles & Responsibilities	Credits: 1(Lec: 1)
MAP 110	Basic Medical Assisting Clinical Procedures	Credits: 3(Lec:2 Lab: 3)
MAP 120	Medical Assisting Administrative Procedures	Credits: 3(Lec: 3)

#### 2ND SEMESTER

MTH 213	Introductory Statistics	Credits: 3(Lec:3)
BIO 212	Anatomy and Physiology II	Credits: 4(Lec: 3 Lab: 3)
ENG 111	Composition I	Credits: 3(Lec:3)
MAP 130	Medical Assisting Specialty Exams & Procedures	Credits: 3(Lec:2 Lab: 3)
MAP 140	Emergency Preparedness	Credits: 3(Lec:3)

#### 3RD SEMESTER

OAD 262	Electronic Health Records	Credits: 2(Lec:2)
OAD 265	Medical Office Simulation	Credits: 2(Lec:2)
PHL 102	Principles of Ethics	Credits: 3(Lec:3)
HIT 231	Pharmacology for HIT	Credits: 2(Lec:2)
MAP 230	Coding and Reimbursement	Credits: 2(Lec:2)
MAP 240	Medical Assisting Lab Procedures	Credits: 4(Lec: 3 Lab: 3)

#### 4TH SEMESTER

MAP 210	Advanced Medical Assisting Clinical Procedures	Credits: 4(Lec: 3 Lab: 3)
HIT 236	Pathophysiology	Credits: 3(Lec:3)
MAP 250	Medical Assisting Directed Practice	Credits: 4(Lec: 2 Clinical: 20)
MAP 260	Medical Assisting Dynamics	Credits: 2(Lec:2)
PSY 101	General Psychology	Credits: 3(Lec:3)

\*Ohio Transfer Module Course

More information about the Ohio Transfer Module Course can be found at [www.ohiohighered.org/transfer/transfermodule](http://www.ohiohighered.org/transfer/transfermodule)

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