

REQUIREMENTS FOR YOUR ACADEMIC PROGRAM - <http://catalog.aacc.edu>

CATALOG YEAR
2017-2018

PROGRAM CODE: AAS.MDA.MDA
PROGRAM NAME: Medical Assisting

FACULTY CONTACT: Tracey Lloyd
PROGRAM SCHOOL: Health Sciences

AACC faculty developed the following charts to encourage greater success in your program of study. Why take classes in this order? The courses in the first column are designed to prepare you for courses in the second column and so on. Students with no developmental requirements in English or reading may register for a total of 18 credits per term. If you are a part-time student, you may take fewer credits by dividing the recommended courses across multiple terms to accommodate your schedule.

PREREQUISITES		GROUP 2 (Fall)				GROUP 3 (Spring)				GROUP 4 (Summer)				GROUP 5 (Fall)				GROUP 6 (Spring)			
COURSE/REQUIREMENT	CRED-ITS	COURSE/REQUIREMENT	CRED-ITS	Term Taken	Grade	COURSE/REQUIREMENT	CRED-ITS	Term Taken	Grade	COURSE/REQUIREMENT	CRED-ITS	Term Taken	Grade	COURSE/REQUIREMENT	CRED-ITS	Term Taken	Grade	COURSE/REQUIREMENT	CRED-ITS	Term Taken	Grade
ACA-100	1	HIT-200	2			MDA-140 	6			MDA-274 	1			ENG-111 or ENG-115 or ENG-121 <i>See note 1</i>	3			ENG-112 or ENG-116 Or elective 	0-3		
MDA-113	3	MDA-111	2			MDA-142 	4			MDA-275 	3			BIO-230 <i>See note 2</i>	4			SOC-111 	3		
		MDA-115	3			RXN-211 	3							COM-111 or COM-116	3			Mathematics GER 	3-4		
		MDA-117	3											PSY-111	3			CTA-100 or CTP-103	4		
																		MDA-114 	3		

1. Successful completion of ENG-121 fully satisfies the English composition general education requirement.
2. BIO-231 and BIO-232 or BIO-233 and BIO-234 may be substituted for BIO-230.

Note: Minimum of 60 credit hours required for degree.

All program requirement courses require a C or better.

This program has special admission requirements. Please refer to requirements listed below.

Where course choices exist within programs, transfer students should consult with an advisor and use transfer resources to make course choices consistent with the requirements of their intended transfer school.

This course has a credit course prerequisite. Specific course prerequisite information can be obtained by looking at the Course Descriptions section of the College Catalog or in the Schedule of Classes.

This course meets the diversity requirement or the diversity requirement can be met simultaneously as you satisfy this requirement. Only one diversity class is required to meet the diversity requirement. Courses which meet the diversity requirement can be found in General Education Requirements section of the College Catalog or by looking for the diversity symbol placed next to course descriptions in the Schedule of Credit Classes.

(GER) Information on courses that meet General Education Requirements (GER) can be found in General Education Requirements section of the College Catalog or by looking course descriptions in the Schedule of Credit Classes for the open book symbol and the name of the GER category.

Entrance Requirements – Rolling Admissions

1. Attendance at a program information session or call **410-777-7310** for schedule. Detailed information regarding profession, admission and academic requirements will be discussed.
2. Submit a program application to Florestano 100.
3. High school graduate or equivalency. Official transcripts required.
4. 18 years of age or older by first day of class.
5. Eligibility for ENG 111 or ENG 115 or ENG 121 .
6. Eligibility for a mathematics general education course (see General Education Mathematics Requirements).
7. Take the Arithmetic Placement Test and receive a score of 27 or higher or enroll in MAT 005 and complete it with a grade of C or better.
8. Prerequisites must be completed with a minimum grade of “C” in each course.
9. Must have a minimum adjusted grade point average (GPA) of 2.0 at this college.
10. Foreign educated students: must have their college and high school transcripts evaluated by one of the following credential evaluators: ECE (Educational Credential Evaluators) at www.ece.org or WES (World Education Services) at www.wes.org.
11. Foreign educated students whose native language is not English must successfully pass the TOEFL (Test of English as a Foreign Language) with a minimum score of 550 (213 is the equivalent computer score and 79 is the equivalent Internet based score) OR must have completed the ENG 111 /ENG 112 , ENG 115 /ENG 116 , or ENG 121 course sequence with grades of “C” or better prior to applying to the program. Anne Arundel Community College’s code for TOEFL is 5019.

Selection Criteria

Students will be admitted to the medical assisting course sequence on a rolling admission basis. Applications will be accepted on a rolling basis. Students will apply for the Medical Assisting program only after meeting all academic and admission criteria. Once the applicant’s admission criteria have been verified, that student receives conditional acceptance for the next available seat. Applications will be rejected if incomplete. Incomplete applications will be sent back to the student and can be resubmitted once they are complete. Students need only apply once to the program, providing their application is complete. A future seat will be slotted for them once the student meets the criteria for admission.

To be considered for conditional acceptance, applicants must meet the following criteria:

- Must satisfactorily complete all academic and admission requirements.
- Final acceptance into the program shall be contingent upon satisfactory completion of a criminal background check, Health Examination Record and submission of current American Heart Association Basic Life Support (BLS) CPR certification card.
- Information and deadline for completion will be sent in applicant’s conditional acceptance packet. These are **not** to be completed prior to acceptance notification.

Technical Standards

Students who are conditionally accepted to this program of study will be required to submit a Health Examination Record completed by a physician, nurse practitioner or physician assistant validating that the student meets the technical standard of good physical and mental health as established by the School of Health Sciences, and verifying that the student is free of communicable diseases as evidenced by required immunizations/titers.

CPR

Students must successfully complete the American Heart Association Basic Life Support (BLS) CPR certification course by designated deadline.

Health Sciences Programs

Application to the college and application to the health sciences programs are separate procedures. Admission to the following programs is selective: EMT-Intermediate, health information technology, LPN/Paramedic/Veterans to RN advanced placement, massage therapy, medical assisting, medical coding, medical laboratory technician, nursing (RN), paramedic, patient care technician/geriatric nursing assistant (PCT/GNA), pharmacy technician, phlebotomy, physical therapist assistant, physician assistant, practical nursing, radiologic technology and surgical technology. Consult the Admissions and Enrollment Development office or the School of Health Sciences for information on eligibility requirements and selection procedures, <http://www.aacc.edu/apply-and-register/credit-application/health-science-applicants/>.

Criminal Background Checks and Drug Screening

All health sciences students who are offered admission and/or clinical placement will be required to submit to a complete criminal background check and urine drug screen. All student applicants' final acceptance in the program shall be contingent upon satisfactory completion of a criminal background check and of a urine drug screen.*

All letters of acceptance shall state that the acceptance is conditional and contingent on submission to a criminal background check and urine drug screen - as may be required by the program - that results in satisfactory reports. If an accepted student tests positive for an illegal or un-prescribed drug, the student shall be denied admission or terminated from any health sciences program.

Separate, additional criminal background checks and urine drug screens may be required by clinical sites prior to placements. Students with an unsuccessful background check or urine screening who are denied by a clinical site that is required to meet program competencies shall be dismissed from the program and their registrations shall be withdrawn from courses related to the program of study. If the student tests positive for an illegal or un-prescribed drug, the student shall be denied admission or terminated from any health sciences program even if a denied placement was not required to meet program competencies. Successful reports of criminal background checks and urine drug screens do not assure eligibility for specific clinical site placement, program completion, and/or eligibility to sit for professional licensure/board examinations.

Students are reminded that licensing boards for certain health care occupations and professions may deny, suspend, or revoke a license or may deny the individual the opportunity to sit for an examination even if the individual has completed all program course work if it is determined that an applicant has a criminal history or has been convicted of, or pleads guilty, or pleads nolo contendere or the like to a felony or other serious crime.

Successful completion of a health sciences program of study at Anne Arundel Community College does not guarantee licensure, the opportunity to sit for a licensure examination, certification or employment in the relevant health care occupation.

Students may be automatically denied admission or, if enrolled, dismissed from the program if they have not been truthful or have provided inaccurate information on the application or on any other form or submission. Students who have questions or concerns are encouraged to contact the Health Sciences Admissions Office at healthsciencesadmissions@aacc.edu.

* Notwithstanding the statements herein regarding urine drug screens, as of September 2010, only certain programs will be requiring drug screening. AACC shall inform students which programs presently require them. However, AACC, at any time, has the right, upon notice, to require any and all students in any and all programs to comply with drug screening.

ADMISSIONS INFORMATION FOR YOUR PROGRAM - <http://catalog.aacc.edu>

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Anne Arundel Community College and/or the School of Health Sciences reserves the right to revise requirements for admission into the Health Sciences programs, the selection criteria and procedures, and the required courses for programs of study as deemed necessary without prior notification