

Associate of Science in Medical Assisting

Program Mission

The mission of the Medical Assisting program is to prepare high quality medical assistant students for employment as medical assistants in physician's offices or clinics and to provide students opportunities to further their career in the medical assisting field, and promote individual development and improve the overall quality of life in our multicultural community.

Program Description

Medical Assistants are the only allied health professionals specifically trained to work in ambulatory settings, such as physicians' offices, clinics, and group practices. These multi-skilled personnel can perform administrative and clinical procedures. Physicians value this unique versatility more and more, as managed care necessitates the need to contain costs and manage human resources efficiently. Medical Assistants are trained allied health professionals who work primarily in physicians' offices, outpatient clinics, but also in hospitals, and other healthcare facilities. Medical Assistants are trained to perform clinical back office procedures and administrative tasks. In contrast to most other allied health professionals who work in inpatient hospital settings, Medical Assistants, work primarily in outpatient clinics under the direct supervision of a physician. One portion of his or her training that concentrates on administrative medical assisting provides suitable background for employment in health maintenance organizations, home health care organizations, and nursing homes. Their training as clinical medical assistants creates a well-rounded Medical Assistant that can perform a variety of tasks both administrative and clinical. The most common task performed by the medical assistant is recording patient history and personal information, measuring vital signs (, such as blood pressure), helping the physician with patient examinations, giving patients injections or medications as directed by the physician, scheduling patient appointments, drawing and preparing blood samples for laboratory tests, and entering patient information into medical records. Once a student from the Guam Community College has successfully completed the Medical Assistant Program, he or she will be prepared to take the Registered Medical Assistant (RMA) national certification examination through American Medical Technologists (AMT). The Guam Community College is affiliated partner with the American Medical Technologist (AMT).

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Note: The student must have a "C" or better in all courses to receive a certificate in Medical Assisting. Students must pass each course with a "C" or better to continue toward the next course in the program. Those students who do not successfully complete a core technical or related technical requirement course will have to wait a minimum of one year for reentry, for further information please refer to Medical Assistant Program Hand Book.

Pre-requisite courses are not required for program entry, but must be completed for approval for entry into the program learning group or cohort. When the student enters the learning group, he or she will begin Medical Assistant Program Specific courses with the exception of MS 101, which can be taken before or concurrently when entering the learning group or cohort.

- EN 110 - Freshman Composition
- MA 110A - Finite Mathematics
- HL 150 - Study of Diseases
- HL 190 - Anatomy and Physiology for Allied Health Professionals
- Health clearance to include physical and immunizations- PPD, with the addition of a Hepatitis B vaccine or declination form.
- Police and court clearance will be required for acceptance into Medical Assistant cohort.

Program Student Learning Outcomes (SLOs):

Upon successful completion of the AS in Medical Assisting program, students will be able to:

1. Describe legal and ethical principles that affect the role of a medical assistant
2. Demonstrate proficiency in administrative medical office procedures
3. Demonstrate proficiency in clinical procedures
4. Perform medical laboratory procedures

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General Education Requirements		
Course #	Course Name	Credits
EN 110	Freshman Composition	3
MA 110A	Finite Mathematics	3
CSXXX	Computer Literacy Requirement	3
XXXXX	Humanities & Fine Arts Requirement	3-4
XXXXX	Social & Behavioral Sciences Requirement	3
HL 190	Introduction to Anatomy and Physiology for Allied Health Professionals	4
Total		19-20
Technical Requirements		
Course #	Course Name	Credits
MS 101	Introduction to Medical Assisting	3
MS 120	Clinical Medical Assisting	2
MS 121	Clinical Medical Assistant: Laboratory	2
MS 125	Clinical Medical Assisting: Clinical	1
MS 140	Administrative Medical Assisting: Theory	2
MS 141	Administrative Medical Assisting: Laboratory	2
MS 145	Administrative Medical Assisting Clinical	1
MS 160	Introduction to Pharmacology	1
MS 161	Administration of Medications: Laboratory	1
MS 180	Introduction to Clinical Laboratory	2
MS 210	Medical Assisting Critique	1
MS 220	Medical Assisting Specialties	3
MS 225	Medical Assisting Specialties Clinical	1
MS 292	Medical Assisting Practicum	5
Related Technical Requirements		
Course #	Course Name	Credits
HL 120	Medical Terminology	2
HL 131	Basic Life Support for Health Care Providers	1
HL 150	Study of Diseases	3
HL 202	Nutrition	3
HL 252	Pathology for Health Professions	3
MS 201	Medical Law and Ethics	2
Total		41
Program Total		60-61

Associate of Science in Medical Assisting – Semester Breakdown

Year 1		
Semester 1		
Course #	Course Name	Credits
EN110	Freshman Composition	3
MA110A	Finite Mathematics	3
HL 150	Study of Diseases	3
CSXXX	Computer Literacy Requirement	3
HL 190	Introduction to Anatomy and Physiology for Allied Health Professionals	4
Total		16
Semester 2		
Course #	Course Name	Credits
MS 101	Introduction to Medical Assisting	3
MS 140	Administrative Medical Assisting: Theory	2
MS 141	Administrative Medical Assisting: Laboratory	2
MS 145	Administrative Medical Assisting Clinical	1
HL 131	Basic Life Support for Health Care Providers	1
HL 120	Medical Terminology	2
HL 202	Nutrition	3
Total		14
Year 1 Total		30
Year 2		
Semester 3		
Course #	Course Name	Credits
MS 201	Medical Law and Ethics	2

MS 160	Introduction to Pharmacology	1
MS 161	Administration of Medications: Laboratory	1
XXXXX	Humanities & Fine Arts Requirement	3-4
XXXXX	Social & Behavioral Sciences Requirement	3
Total		10-11
Semester 4		
Course #	Course Name	Credits
MS 120	Clinical Medical Assisting	2
MS 121	Clinical Medical Assistant: Laboratory	2
MS 125	Clinical Medical Assisting: Clinical	1
MS 220	Medical Assisting Specialties	3
MS 225	Medical Assisting Specialties Clinical	1
Total		9
Year 2 Total		19
Year 3		
Semester 5		
Course #	Course Name	Credits
MS 180	Introduction to Clinical Laboratory	2
MS 210	Medical Assisting Critique	1
MS 292	Medical Assisting Practicum	5
HL 252	Pathology for Health Professions	3
Year 3 Total		11
Program Total		60-61