

ASSOCIATE OF APPLIED SCIENCE (AAS) and CERTIFICATE

## Medical Assistant

The DCB Medical Assistant program is offered completely online. You can earn your one-year diploma or two-year degree from the comfort of your home. Don't stop at Medical Assisting—you can earn your Medical Coding certificate and Medical Administrative Assistant degree at the same time to help expand your career options.

### Why study medical assisting?

You can help build the health care system of tomorrow while building a successful career for yourself. Big changes are underway in the way Americans deliver, consume, and pay for health care. Get hands-on experience in patient prep and other skills for which employers are looking.

### Career choices

Medical assistants perform routine and clinical tasks to keep the offices and clinics of physicians and other healthcare providers running smoothly. Medical assistants often directly assist the physician by preparing patients for examinations, taking vital signs, obtaining medical histories, medical coding, and assisting in basic office surgical procedures. Some career options include:

- Outpatient clinics
- Surgical centers
- Physician private practices
- Chiropractors

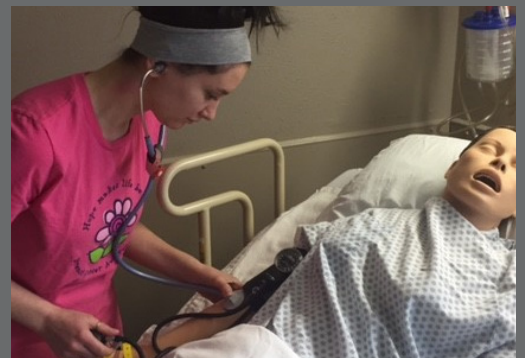
### Focused courses for your degree

This program focuses on courses specifically for Medical Assisting and include fewer of the general education courses required for a certificate or AAS degree. You will study the basic understanding of human diseases and appropriate interventions within the medical assisting field, as well as hands-on clinical experience.



“Earning a degree takes time, patience and hard work. For me, online classes are the way to go. I work full time, and have three kids. If it were not for online classes, I would never have a chance at getting my degree. I am so thankful. I can do my school work on my time and in the privacy of my home.”

— Alysia Campani, Grand Forks



**START SMALL...GO FAR**  
WITH DAKOTA COLLEGE AT BOTTINEAU

## COURSES REQUIRED

### Medical Assistant (Certificate)

#### Semester 1 (Fall)

AH 134 Medical Disorders.....	3 cr
AH 136 Clinical Procedures.....	3 cr
AH 171 Medical Terminology.....	3 cr
AH 231 Healthcare Law & Ethics.....	3 cr
AH 287 Computer App. in Healthcare.....	3 cr
BIOL 115 Concepts of Anatomy & Physiology.....	4 cr

#### Semester 2 (Spring)

AH 137 Clinical Specialties.....	2 cr
AH 257 ECG/EKG Interpretation.....	2 cr
AH 258 Practical Skills Lab.....	2 cr
AH 259 CCMA Exam Prep.....	1 cr
AH 266 Laboratory/Diagnostic Procedures.....	2 cr
AH 297 Cooperative Education.....	4 cr
BOTE 209 Office Management.....	3 cr
PHRM 215 Intro. to Pharmacology.....	3 cr

Do you wish to further your education? You may earn your **Associate of Applied Science (AAS)** degree by adding the following courses:

BOTE 108 Business Mathematics.....	3 cr
COMM 110 Fundamentals of Public Speaking or ENGL 110 College Composition I.....	3 cr
CSCI 101 Intro. to Computers.....	3 cr
Elective.....	3 cr
NUTR 240 Principles of Nutrition.....	3 cr
PSYC 111 Intro. to Psychology.....	3 cr
PSYC 250 Developmental Psychology.....	3 cr
Wellness Elective.....	1-2 cr

All courses subject to change.

## CONTACT INFORMATION



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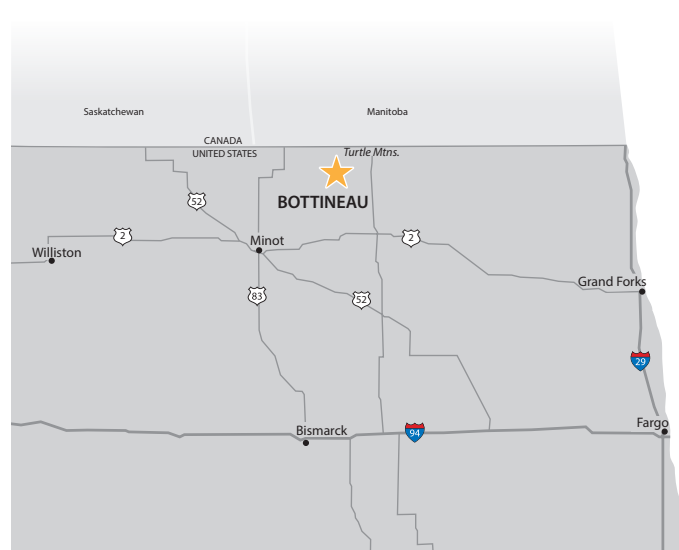
Admission Application and Campus Tours  
Admission/Student Services: 800-542-6866

WWW.DAKOTACOLLEGE.EDU



## DAKOTA COLLEGE AT BOTTINEAU VISION

Dakota College at Bottineau is rooted in the past and grows towards the future by combining the best from the *Past, Present, and Future* to provide students with innovative educational opportunities. The campus will emphasize a knowledge and appreciation of *Nature*, implement a rapidly changing *Technology*, and prepare students to go *Beyond* and improve the quality of life.



DCB offers several varsity sports!  
Visit [www.dcbjacks.com](http://www.dcbjacks.com).