



DAKOTA COLLEGE AT
BOTTINEAU

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.



COURSES REQUIRED

Medical Assistant (AAS)

Freshman Year

	Fall	Spring
AH 134 Medical Disorders.....	3 cr	
AH 171 Medical Terminology.....	3 cr	
BIOL 115 Concepts of Anatomy & Physiology	4 cr	
CSCI 101 Intro. to Computers	3 cr	
PSYC 111 Intro. to Psychology	3 cr	
AH 136 Clinical Procedures.....	3 cr	
AH 231 Healthcare Law & Ethics.....	3 cr	
AH 266 Laboratory/Diagnostic Procedures.....	2 cr	
ENGL 110 College Composition I		
or COMM 110 Fund. of Public Speaking	3 cr	
PSYC 250 Developmental Psychology.....	3 cr	
Wellness elective	1-2 cr	

Sophomore Year

	Fall	Spring
AH 287 Computer Apps. in Healthcare.....	3 cr	
BOTE 209 Office Management.....	3 cr	
NUTR 240 Principles of Nutrition.....	3 cr	
Math elective.....	3 cr	
Elective.....	3 cr	
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	
PHRM 215 Intro. to Pharmacology	3 cr	
AH 297 Internship*	4 cr	

Consult with program advisor for electives.

*Immunization requirements

All courses subject to change.

Medical Assistant certificate curriculum can be found on DCB's website.

CONTACT INFORMATION



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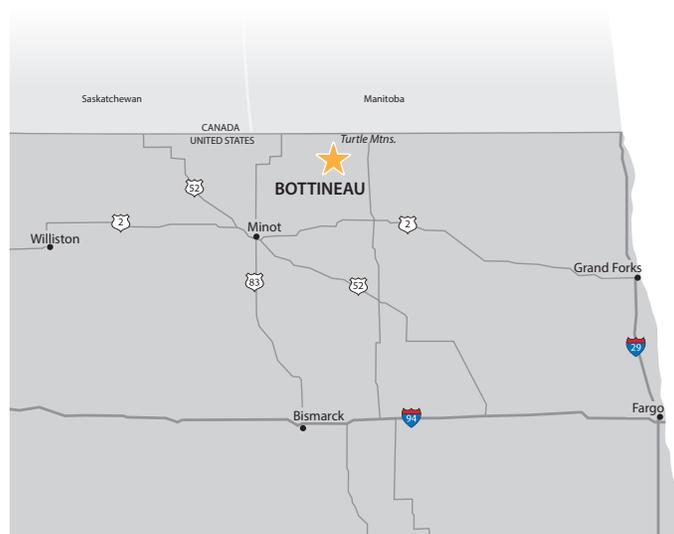
Admission Application and Campus Tours
 Admission/Student Services: 800-542-6866

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.