

2019-2020

Medical Assisting

Certificate of Occupational Training

Cheryl Vineyard

Carolyn Vigil

Faculty Advisor/Program Director

Student Name

Academic Advisor

575.624.7199

Telephone Number

Student ID Number

Date

Advisor's Notes/Recommendations:

- In order to improve student success probability and reduce unnecessary attrition, all students must take the University Skills Placement Test prior to entering the program. Students must complete developmental courses with a C or better as determined by placement test prior to entering the program or no later than Fall Semester.
- Students must have an ENMU Campus System cumulative grade point average of 2.0 in order to meet graduation requirements.
- Submit a Graduate Application before the close of the semester preceding the expected completion date.

Program Requirements:

- A grade of "C" or better in each required course must be achieved in order to graduate from the program.
- **MANDATORY DRUG SCREENING and Background Checks** are required during the first week of the program and will be scheduled by the Division of Health faculty. Drug screening may be repeated based on the requirements of clinical site contracts. Students must pass the mandatory drug screening and any mandatory drug screening to remain in the program.
- Students exhibiting signs of impaired clinical judgment related to suspected use of chemical substances, legal or otherwise, will be removed from the classroom, laboratory, or clinical setting immediately. At that time, the instructor will implement steps according to the Division of Health Policy for Student Suspected Impairment. Appeals can be made according to the process outlined in the Student Handbook.
- Students will be expected to meet health history, immunization, and background check requirements.
- A list of technical standards required for entry into the program can be obtained by contacting the Program Director.
- No experiential learning credits are permitted in this program.
- All courses which have a co-requisite lab must be taken together for credit on initial or subsequent attempts.

	Grade	Sem.		Grade	Sem.		Grade	Sem.
Writeplacer			ENG 096			ENG 098L		
Math	--	--				MATH 097/098		

Note * Prerequisite/s required: See list below

Fall Semester			Credit Hours	Grade	Semester
MDST	102	Medical Terminology	3 hrs.		
*MDST	104	Administrative Medical Skills I	2 hrs.		
MDST	104L	Administrative I Skills Assessment	1 hr.		
MDST	105L	Clinical MA I Skills Assessment	1 hr.		
MDST	106	Professional Development	2 hrs		
MDST	118	Current Issues in Allied Health	2 hrs.		
BCIS	1110	Fundamentals of Information Literacy and Systems	3 hrs.		
EMS	101	BLS/Clinical Preparation	1 hrs.		
			15 hrs		

Spring Semester			Credit Hours	Grade	Semester
MDST	103	Anatomy and Physiology for Allied Health	3 hrs.		
*MDST	107	Clinical Medical Assisting II	2 hrs.		
MDST	107L	Clinical MA II Skills Assessment	1 hr.		

*MDST	108	Pharmacology for Allied Health	3 hrs.		
*MDST	109	Administrative Medical Skills II	1 hr.		
MDST	109L	Administrative II Skills Assessment	1 hr.		
MDST	113	Medical Technology	2 hrs.		
MDST	113L	Medical Technology Skills Assessment	1 hr.		
MDST	123	Medical Scribe Skills	3 hrs.		
			17 hrs.		

Summer Session			Credit Hours	Grade	Semester
*MDST	110	Seminar	1 hr.		
*MDST	111L	Medical Assisting Practicum	4 hrs.		
*MDST	112	Certification Exam Review	1 hr.		
			6 hrs.		

TOTAL HOURS REQUIRED FOR CERTIFICATE	38 hrs.
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***Prerequisites:**

MDST	104	Administrative Medical Skills I Corequisite: MDST 104L. Prerequisite/Corequisite: BCIS 1110 and MDST 102
MDST	105L	Clinical Medical Assisting I Prerequisite/Corequisite: MDST 102, MDST 104, MDST 104L
MDST	107	Clinical Medical Assisting II Prerequisite: MDST 105L Corequisite: MDST 107L
MDST	108	Prerequisite: Satisfactory placement score on Math 097/098 with grade of 'C' or better.
MDST	109	Administrative Medical Skills II Prerequisite: MDST 104 Corequisite: MDST 109L
MDST	113	Medical Technology Prerequisite/Corequisite: MDST 102, MDST 103. Prerequisite: MDST 105L or PBE 113. Corequisite: MDST 113L
MDST	110	Seminar Prerequisite: Permission of Program Director
MDST	111L	Medical Assisting Practicum Corequisites: MDST 110 and MDST 112. Prerequisites include all other courses in Medical Assisting Certificate of Occupational Training in addition to approval by the Program Director
MDST	112	Certification Exam Review Prerequisite/Corequisite: MDST 111L