MEDICAL ASSISTING PROGRAM

ADMISSION REQUIREMENTS
Rolling Admissions

ANNE ARUNDEL COMMUNITY COLLEGE
School of Health Sciences
Dear Prospective Medical Assisting Student,

Congratulations on selecting medical assisting as a career. The job market for our graduates is outstanding, and medical assisting is currently listed as one of the fastest-growing occupations in the nation! Medical assistants can perform a variety of skills in private physicians’ offices and clinics. Most of our graduates are fully employed before graduation.

Anne Arundel Community College’s Medical Assisting Certificate program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of the Medical Assisting Education Review Board, 25400 U.S. Highway 19 North, Suite 158, Clearwater, FL 33763, (727) 210-2350, fax (727) 210-2354. According to CAAHEP, “Medical assistants are multi-skilled health professionals specifically educated to work in ambulatory settings performing administrative and clinical duties. The practice of medical assisting directly influences the public’s health and well being, and requires a mastery of a complex body of knowledge and specialized skills requiring both formal education and practical experience that serve as standards for entry into the profession.”

The medical assisting certificate and degree programs may be designated as Health Manpower Shortage programs for the State of Maryland; therefore, some out-of-county students enrolled in these programs may pay in-county tuition. Some classes are offered day, evening and online.

This health care career program is one that takes much time and dedication. Realizing this, we would like to wish you all success as you make a commitment to yourself and this course of study. We, the faculty, offer our assistance in helping you make your matriculation at Anne Arundel Community College a fulfilling one.

Please call 410-777-7310 or access www.aacc.edu/apply-and-register/credit-application/health-science-applicants for upcoming information session dates and times. We look forward to meeting with you at the information session.

Sincerely,

Tracey L. Lloyd, M.Ed., RN, RMA, CAHI
Chair, Health Technologies
School of Health Sciences
Email: tlloyd@aacc.edu

Tammie Neall, MS, MT (ASCP)
Manager, Admissions/Advising
School of Health Sciences
Email: tdneall@aacc.edu

Carolyn Duncan, B.S.N, RN, RMA
Coordinator, Medical Assisting
School of Health Sciences
Email: cbduncan@aacc.edu
PROGRAM GOALS AND OUTCOMES

VISION

To recruit, retain and graduate self-directed, self-determined and market-ready citizens of the world who are “change leaders” in their respective field of study.

MISSION

To attract, nurture and prepare market-ready medical assistants through excellence in program curricula, high-quality instructors, meaningful didactic and laboratory learning and clinical experiences that enhance student knowledge, meet market demands, enhance the health of the community, and promote lifelong learning.

PROGRAM GOALS

Goal 1: “To prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains” (CAAHEP.org, 2015).

Goal 2: To at least annually, assess the appropriateness and effectiveness of program resources (e.g., Resource Matrix) related to faculty, clerical and resource staff, curriculum, finances, offices, classrooms, laboratory and ancillary facilities, clinical affiliates, equipment, supplies, computer resources, instructor reference materials, and faculty/staff continuing education.

Goal 3: To ensure a curriculum where students progress through the program in a logical sequence of classroom, laboratory and clinical instruction to achieve program goals.

Goal 4: To create shared interdisciplinary learning experiences for students with an emphasis on ethical, moral and diversity issues.

Goal 5: To emphasize a holistic approach in the management of client/patient care.

Goal 6: To form linkages with professional organizations that will accept students as members.

Goal 7: To provide experiences for students that creates opportunities for communication among other health care providers and the community.

Goal 8: To maintain a diverse Advisory Board by identifying within the community, the internal and external stakeholders, including students, graduates, faculty, administration, employers, physicians, and public members.

Goal 9: Maintain Clinical and Administrative Quality Review Committees to conduct, at least bi-annually, analysis of program quality, program resources, courses, curriculum, and outcome measures.

Goal 10: To establish, maintain and nurture relationships with clinical sites and preceptors that provide for a variety of quality experiential learning opportunities, and entry-level employment opportunities.

Goal 11: To identify current industry and community needs, both in academia, clinical practice and cultural contexts.

Goal 12: Ensure the content and competencies included in the program’s curriculum meet or exceed those stated in the CAAHEP Curriculum Standards and Guidelines.

Goal 13: Provide students with an unpaid, supervised practicum of 160 hours in an ambulatory healthcare setting.

Goal 14: Ensure students have mastered and demonstrated the knowledge skills, and behaviors of the CAAHEP and the MAERB Core Curriculum in performing clinical and administrative competencies prior to graduation.
Goal 15: Ensure that the practicum experience and instruction of students is meaningful and parallel in content and concept with the material presented in lecture and laboratory sessions.

Goal 16: Ensure practicum sites and affiliates provide a variety of student experiences.

Goal 17: The practicum coordinator will conduct, at minimum, one onsite visit during the student’s assigned 160-hour practicum time but will maintain communication with the student (weekly) and preceptor (as needed) throughout the practicum.

Goal 18: Prepare students for national certification and/or credentials.

PROGRAM OUTCOMES

Upon completion of the medical assisting program graduates will be able to:

1. Utilize technical, critical thinking and problem-solving skills in their clinical/administrative performance.
2. Practice their profession utilizing sound ethical values.
3. Promote and maintain cooperative and successful relationships between patients, physicians and other health care providers.
4. Promote advocacy of the profession through affiliations with professional organizations, marketing of professional skills, and by becoming vital members of the health care delivery system.
5. Obtain eligibility to sit for national certification and/or registration exams.
6. Practice the profession of medical assisting with the recognition of and sensitivity to cultural and socioeconomic differences.
7. Demonstrate effective written, oral, and nonverbal communication with patients and their families, colleagues, other health care providers, and the public.
8. Participate in continuing education and the development of new knowledge and skills.
9. Make a substantial contribution to the quality of health care in the United States and globally.
College Admission Information

Students who wish to enroll in the Medical Assisting program at Anne Arundel Community College should indicate the Medical Assisting Field of Study Medical Assisting Certificate or Medical Assisting Degree on the College Admission Application or Student Academic Program Curriculum Change Form available in Counseling, Advising and Retention Services (CARS). To facilitate enrollment, bring a copy of ACT, SAT, or advanced placement scores and unofficial college transcripts to CARS.

Students can apply to Anne Arundel Community College online at www.aacc.edu. Paper copies of the college application are available in the college’s Admissions office upon request.

Students must be admitted into the college before taking placement tests. Placement tests must be taken before registering for scheduled classes. Advisers in the Counseling, Advising and Retention Services (CARS) office should sign all Schedule Request Forms to ensure meeting the academic requirements. For an appointment, call 410-777-2307, select Option 1.

Advising

New students should contact Counseling, Advising and Retention Services at 410-777-2307, select Option 1.

Current students should follow the instructions below:
- Log into MyAACC https://portal.aacc.edu
- Click on MENU
- Select SELF SERVICES
- Locate and click on OASIS in the Self Services Resource Links section

Students who are transferring general education requirements should have official transcripts sent directly to the college Records office. In order to facilitate evaluation of transfer credits to meet academic requirements, official transcripts from ALL previously attended institutions of higher education must be submitted in a timely manner. Additional advising may be provided by the program coordinator (410-777-7115).

Application Submission

Students will be admitted to the Medical assisting program on a rolling admission basis. There is NO application deadline. Students will apply for the program only after meeting all academic and admission requirements. When admission requirements have been verified, the student receives conditional acceptance for the next available seat. Incomplete applications are not considered and will be sent back to the student for resubmission once they are all 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 requirements for admission.

Information Session

- Attendance at an information session is required. Please call 410-777-7310 for dates and times or you may view the schedule by visiting www.aacc.edu/apply-and-register/credit-application/health-science-applicants or you may view the online information session at https://ola.aacc.edu/ID/Multimedia/MedicalAssistingInfoSession/
- No registration, no cost.
Photo Identification

Applicants are required to submit a photocopy of their MD driver’s license or a photocopy of a government-issued photo I.D. attached to their application to the program.

Satisfactory Academic Standing

Students must have a minimum adjusted grade point average (GPA) of 2.0 at this college to be considered for selection to the medical assisting course sequence.

English

Students must demonstrate eligibility for ENG 111, 115 or 121 as evidenced by one of the following:

- Satisfactory ACT (18 or higher) or SAT (510 or higher) scores according to the college standard. If available, please submit a copy of the scores to the Records office OR
- Satisfactory scores on the English Placement Test* OR
- Successful completion of noncredit developmental English requirements as determined by ACT, SAT or English Placement Test scores* OR
- Transfer of credits for ENG 111 from other institutions or credits awarded on basis of CLEP, advanced placement exam or honors English course.*

Mathematics (for degree option only)

Students must demonstrate eligibility for a general education mathematics course by one of the following:

- Satisfactory ACT or SAT scores according to the college standard. If available, please submit a copy of the scores to the Records office OR
- Satisfactory scores on the Mathematics Placement Test* OR
- Transfer of credits for a general education mathematics course from other institution.

Arithmetic

- All applicants, degree and certificate, must demonstrate proficiency in arithmetic by achieving a score of 27 or better on the Arithmetic Placement Test* the date the application is submitted.
- All applicants must take this test and only one retake of the test is allowed.
- Students receiving a grade of less than 27 on the retake must enroll in MAT 005 and complete it with a grade of “C” or better by the date the application is submitted. A grade of “C” or higher in MAT 005 will meet the requirement for the Arithmetic Placement Test. If a student took the former Health Professions Arithmetic Placement test prior to June 1, 2009 and scored a 19 out of 25 or better, that score will be sufficient.
- General Education Mathematics courses do not satisfy this requirement.

* English and Math Placement Tests may be taken in the Testing Center (for times and location, call 410-777-2495). Information on CLEP is available in the Testing Center.

High School Graduate or Equivalency

- Official high school transcript or official GED equivalency certificate to verify high school graduation, GED, and SAT/ACT.
- Must be 18 years of age or older by the first day of class.

NOTE: Official transcripts must be submitted to the Health Sciences Admissions Office, FLRS 100 with the program application. Your application will not be considered complete if required official transcripts are not submitted with the application or have not been previously submitted.
International Students

- 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
  ♦ WES (World Education Services) at www.wes.org

  This evaluation must be done prior to evaluation by the Records office at Anne Arundel Community College. Please be advised that this process may take several weeks.

- ALL international 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 111/112, ENG 115/116, 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.

- Valid Immigration Documentation for Non-U.S. Citizens
  
  ♦ Non-U.S. Citizen applicants must submit valid immigration documentation to the AACC Admissions and Enrollment Development Office in order to complete the required College Application. For assistance regarding immigration documentation needed, please call 410-777-2152. Incomplete college applications may result in non-selection of a health sciences program.
  
  ♦ Please note: Students without a Social Security number may not be permitted at some clinical rotation sites; site availability may delay or inhibit progression in the program. An International Student Admission Specialist in the AACC Admissions and Enrollment Development Office may be able to assist international Students with F-1 visa status to obtain a Social Security number through Practical Training; please contact them at 410-777-2677. For detailed information please refer to the college catalog (available on campus or online at http://catalog.aacc.edu/).

Health Examination Record, Criminal Background Check and CPR are to be completed after selection.

Technical Standard Requirement

1. Students conditionally accepted will be required to complete the Health Examination Record. Once a physician certifies that the candidate meets the technical standard requirement (defined in #2 below) as established by the department within the scope of practice of the profession, and the department receives and concurs with the physician’s certification, the candidate will be considered as having met the technical standard requirement.

2. Qualification: Good physical and mental health.

   Admission Criteria (Technical Standards): Student must be free of contagion and possess sufficient stamina with or without reasonable accommodations, as may be required by law, and mental stability to fulfill the requirements of the program and the customary requirements of the profession:

   • Work for 8-12 hours performing physical tasks requiring sufficient strength and motor coordination without jeopardy to patient and student safety as, for example, bending, lifting, turning and ambulating patients.
   • Perform fine movements and be able to manipulate instruments and wide variety of equipment according to established procedure and standards of speed and accuracy.
• Establish and work toward goals in a consistently responsible, realistic manner.
• Have auditory ability sufficient to monitor and assess health needs (for example: communicate verbally, in an effective manner, with patients and other personnel).
• Have visual ability sufficient for observation and assessment necessary for patient care (for example: read and process patient-related information like patient charts and requisitions).

**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.

**NOTE:** Licensing boards, national certifying or registry boards for certain health care occupations 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 is convicted or pleads guilty or nolo contendere to a felony or other serious crime. If applicable, it is recommended to contact the American Association of Medical Assistants at 312-899-1500 or American Medical Technologists at 847-823-5169 for clarification.

**PLEASE NOTE:** AACC will only accept criminal background checks performed by a college approved vendor. Criminal background checks are completed online and must be paid for by the student. Information and instructions are given to applicants once accepted into the program.
CPR Certification

Students must submit a current American Heart Association Basic Life Support (BLS) CPR by the designated deadline.

Program Completion

After successful program completion, students are eligible to take the American Association of Medical Assistants Certified Medical Assistant (CMA) examination, the American Medical Technologists Registered Medical Assistant Certification, or the National Healthcareer Association for Certified Medical Assistants and/or Medical Administrative Assistants.

Additional Information

- Remedial and tutorial services are available to students; call 410-777-2642.
- The program provides practical hands-on experience in a physician’s office or other medical setting.
- Must be 18 years of age or older by the first day of class.
- Students must be prepared to complete MDA 275, which has a requirement of 160 hours of nonpaid clinical experience.

All MDA courses must be completed with a grade of “C” or better.

APPLICATION/SELECTION PROCESS

- Medical Assisting applications are available at the Arnold campus in Florestano 100 and on the college website.
- Eligible students desiring entry must return the completed application to the School of Health Sciences office (FLRS 100).
- Applications will be accepted on a rolling basis.
- Students eligible to submit applications for selection are those who have completed all of the admissions and academic requirements by the date the application is submitted.
- Incomplete applications will not be considered and will be returned to the applicant.
- The applications will be reviewed and students will receive an email indicating that their application is complete.
- Selection will be made according to the criteria listed in the Admission/Academic Requirements section of this booklet.
- Selected applicants will receive a selection packet for Conditional Acceptance.

Conditional Acceptance: Applicants who have met the academic and admission requirements and have been selected into the program are given Conditional Acceptance. Student who are granted Conditional Acceptance must submit a completed health examination record and criminal background check and submit verification of current American Heart Association Basic Life Support (BLS) CPR certification by a designated deadline. Students who do not meet this deadline will not be further considered for admission and the next person on the list will be
contacted. Instructions on how to complete these items will be enclosed in the selection packet and are to be done until instructed to do so.

Qualified applicants not initially selected for Conditional Acceptance will be placed on a list in order received and notified when a seat becomes available. These applicants do not have to reapply.

- Conditionally accepted candidates must attend a mandatory meeting on a designated date. Conditionally accepted candidates not attending this meeting may lose their seat in the class.
- Final acceptance into the program shall be contingent upon satisfactory completion and submission of health examination record, criminal background check and current CPR certification card.

April 2017

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.

Notice of Nondiscrimination: AACC is an equal opportunity, affirmative action, Title IX, ADA Title 504 compliant institution. Call Disability Support Services, 410-777-2306 or Maryland Relay 711, 72 hours in advance to request most accommodations. Requests for sign language interpreters, alternative format books or assistive technology require 30 days’ notice. For information on AACC’s compliance and complaints concerning sexual assault, sexual misconduct, discrimination or harassment, contact federal compliance officer at 410-777-1239 or complianceoffice@aacc.edu or Title IX coordinator at 410-777-2256, or Maryland Relay 711.
# MDA Certificate
## Course Sequence (Full Time)

### PREREQUISITES
**All prerequisite courses require a grade of C or better**

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ACA-100</td>
<td>Student Success</td>
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<tr>
<td>MDA-113</td>
<td>Medical Terminology</td>
<td>3</td>
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<tr>
<td></td>
<td><strong>TOTAL CREDIT HOURS</strong></td>
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### FIRST YEAR

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<tr>
<td>HIT-200</td>
<td>Electronic Health Records</td>
<td>2</td>
</tr>
<tr>
<td>MDA-111</td>
<td>Laws and Ethics for Health Professionals</td>
<td>2</td>
</tr>
<tr>
<td>MDA-115</td>
<td>Administrative Medical Assisting 1</td>
<td>3</td>
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<tr>
<td>MDA-117</td>
<td>Administrative Medical Assisting 2</td>
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<td></td>
<td><strong>TOTAL CREDIT HOURS</strong></td>
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<td>RXN-211</td>
<td>Pharmacology for Health Professions</td>
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<td>MDA-140</td>
<td>Clinical Medical Assisting 1</td>
<td>6</td>
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<td>MDA-142</td>
<td>Clinical Medical Assisting 2</td>
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<tr>
<td>MDA-274</td>
<td>Professional Seminar</td>
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<tr>
<td>MDA-275*</td>
<td>Medical Assisting Practicum</td>
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*Note: *Practicum (MDA-275) internship requires 160 hours of unpaid supervised work experience in a physician's office or wherever medical office administration with clinical skills is required. Eligibility: Completion of all courses required for the MDA certificate with a minimum of 2.0 GPA; meeting the technical standards of the Medical Assisting department.

|          | **TOTAL CREDIT HOURS**                        | **4**   |
All medical assisting students must receive a minimum grade of "C" in each medical assisting course and must also meet the technical standards of the medical assisting department.

# MDA Degree
## Course Sequence

### PREREQUISITES
All prerequisite courses require a grade of C or better

<table>
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<td>2</td>
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<tr>
<td>MDA-115</td>
<td>Administrative Medical Assisting 1</td>
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<td><strong>TOTAL CREDIT HOURS</strong></td>
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Note: *Practicum (MDA-275) internship requires 160 hours of unpaid supervised work experience in a physician's office or wherever medical office administration with clinical skills is required. Eligibility: Completion of all courses required for the MDA certificate with a minimum of 2.0 GPA; meeting the technical standards of the Medical Assisting department.*

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<td>MDA-142</td>
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<td><strong>TOTAL CREDIT HOURS</strong></td>
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</table>
All medical assisting students must receive a minimum grade of "C" in each medical assisting course and must also meet the technical standards of the medical assisting department.

### Second Year

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<tr>
<th>Course #</th>
<th>Title</th>
<th>Credits Term 1</th>
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<tbody>
<tr>
<td>BIO-230</td>
<td>Structure and Function of the Human Body</td>
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<tr>
<td>ENG-111</td>
<td>Introduction to Composition and Literature 1</td>
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<td>or</td>
<td>Introduction to Composition and Literature for Non-Native Speakers 1</td>
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<td>ENG-115</td>
<td>Composition and Literature</td>
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<tr>
<td>or</td>
<td>Fundamentals of Oral Communication</td>
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<tr>
<td>COM-111</td>
<td>Fundamentals of Oral Communication</td>
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<tr>
<td>or</td>
<td>Introduction to Psychology</td>
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<td>PSY-111</td>
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**TOTAL CREDIT HOURS**  13

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<td>SOC-111</td>
<td>Introduction to Sociology</td>
<td>3</td>
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<tr>
<td>CTA-100</td>
<td>Computing and Information Technology</td>
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<td>or</td>
<td>Theories and Applications of Digital Technology (Previously CSI 113 &amp; CTA 103)</td>
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<tr>
<td>CTP-103</td>
<td>Diseases of the Human Body</td>
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<td>MDA-114</td>
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<td>or</td>
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</table>

**TOTAL CREDIT HOURS**  16

*Successful completion of ENG-121 fully satisfies the college English composition general education requirement. Students who take ENG-121 and not ENG-111 or ENG-112 may need to take an additional elective course to ensure that they complete a minimum of 60 credits, which are required for the award of an associate degree. These credit hours must be chosen with the approval of the department chair or program coordinator.*
## Administrative Medical Assistant
### Letter of Recognition Course Sequence

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MDA-111</td>
<td>Laws and Ethics for Health Professionals</td>
<td>2</td>
</tr>
<tr>
<td>MDA-115*</td>
<td>Administrative Medical Assisting 1</td>
<td>3</td>
</tr>
<tr>
<td>MDA-117+</td>
<td>Administrative Medical Assisting 2</td>
<td>3</td>
</tr>
</tbody>
</table>

*Note: MDA113 is a co-requisite for MDA115.

+ Note: MDA113 is a pre/co-requisite for MDA115 and MDA117.

**TOTAL CREDIT HOURS** 8

Note: AWARD REQUIREMENTS: Completion of the required courses with a grade of "C" or better.
PRACTICE PROBLEMS FOR THE ARITHMETIC PLACEMENT TEST

The *Arithmetic Placement Test* is designed to determine whether a student has sufficient arithmetic skills.

The following problems are similar to those given on the screening test. If you take some time to practice, your score will surely be higher. The answers to the problems appear at the end of this material.

The screening test is timed (1 hour) so your practice should be for accuracy and speed. There are thirty-six problems on the test and a **score of 27 or better** is passing. Only one retake of the test is allowed. **Students who are not successful in the retake must enroll in MAT 005.**

**Whole Number Arithmetic:**

1.  4875  2.  8073  3.  38  4.  
+ 1928  - 1584  x 27  15) 3105

**Arithmetic of Fractions:**

5. Write the lowest terms: \[ \frac{30}{45} \]

6. Circle the largest fraction: \[ \frac{4}{5} \text{ or } \frac{7}{10} \text{ or } \frac{2}{3} \]

7. Add: \[ \frac{3}{2} + \frac{5}{8} \]

8. Multiply: \[ 2 \frac{1}{8} \times 16 \]

9. Divide: \[ 6 \div \frac{1}{2} \]

10. Mary used \( \frac{2}{3} \) of her savings to make a down payment on a new car. If her savings were $2,400, how much did she put down?

**Decimal / Exponent Arithmetic:**

11. Write in decimal form: \[ \frac{5}{8} \]

12. Add: \[ 3.2705 + 4.02 + 13.315 \]

13. Multiply: \[ 360 \times 1.2 \]

(OVER)
14. Which number is the largest?
   0.0054, 0.001, 0.07, 1.0
15. 7.5 \times 10^{-3} is equal to?
16. 7.62 \times 4.7

**Percents:**
17. Divide: 360 ÷ 1.2
18. Express: 37% as a decimal
19. Express: 0.03 as a percent
20. Express: 13% as a fraction
21. If 40% of the thirty patients in a certain clinic have headaches, how many have headaches?

**Ratio and Proportion:**
22. What should “r” be in order to have \( \frac{r}{5} = \frac{18}{30} ? \)
23. If it takes 4 cups of water to fill three glasses, how many cups will be needed to fill nine of the same glasses?
24. In a rural county 350 residents signed up for the armed forces. The breakdown of numbers for each branch is found in the table below. What percent of residents signed up for the Air Force?

<table>
<thead>
<tr>
<th></th>
<th>ARMY</th>
<th>NAVY</th>
<th>AIR FORCE</th>
<th>MARINES</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>70</td>
<td>56</td>
<td>64</td>
<td>160</td>
</tr>
</tbody>
</table>
25. A farmer tries to save space by putting cows and sheep altogether in a ratio 3:4 respectively. If the farmer gets 15 cows how many sheep must have to keep the same ratio?

**Determine the value of “X/Y” in the following:**
26. 3:2 = X:6
27. \( \frac{X}{27} = \frac{3}{5} \)
28. \( \frac{5}{7} = \frac{25}{X} \)
29. \( \frac{6}{100} = \frac{X}{100} \)
30. \( \frac{1.2}{3.5} = \frac{10}{X} \)
31. Evaluate: \( 10x - 6y \), if \( x = 0.9 \) and \( y = 2.5 \)

**Graph Interpretation:**
A buoy is bouncing up and down on the waves. The following graph depicts its elevation over a certain period of time.

![Graph showing buoy elevation over time]

32. What is the buoy elevation at 3 seconds?
33. Referring to the graph above, what is the independent variable?

**Resources:**

1. Math Center: Lower level of Truxal Library. Math professors or tutors available (free) Monday-Thursday 9-8:30 p.m., Friday 9-4:00 p.m., Saturday 9-3:00 p.m. (limited summer hours).

2. Peer Math Tutors: Fill out application in Testing & Tutoring Center. Service is free and available throughout the year.

**Academic Support Center Information:**

Call for specific days and times:
Arnold Campus (410) 777-2495
Arundel Center North, Glen Burnie Town Center (410) 777-2945
Arundel Mills Center, Room 112 (410) 777-1915
Army Education Center, Fort Meade (410) 672-2117

There is **no fee** to take the placement test. Students must bring a valid photo ID and know their social security number.