

Medical Assisting is an allied health profession in ambulatory medical offices and clinics primarily. Medical Assistants provide both administrative and clinical procedures and healthcare in direct patient care experiences. This program is a joint cooperative arrangement with Central Community College and Northeast Community College. General education and academic support courses are provided by Northeast Community College. Clinical experience is provided in cooperation with area medical providers in and around Norfolk, Nebraska, and our area hospitals. The degree is granted by Central Community College.

The Central Community College Medical Assisting Program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB), Commission on Accreditation of Allied Health Education Programs, 25400 US Highway 19 N, Suite 158, Clearwater, FL 33763, (727) 210-2350.

Graduates of the Medical Assisting program are encouraged to take the AAMA certification exam.

Suggested Program of Study for Associate of Applied Science Degree (2 Years) Awarded by Central Community College

FRESHMAN YEAR

First Semester

Course	Credits
HLTH 1060 Comprehensive Medical Terminology*	3
HIMS 1220 Structure and Function of the Human Body*	3
HIMS 2000 Medical Billing and Reimbursement*	3
INFO 1100 Microcomputer Applications*	3
ENGL 1010 Composition I*	3
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Second Semester

Course	Credits
PSYC 1810 Introduction to Psychology*	3
SPCH 1110 Public Speaking*	3
HIMS 1130 Disease Processes*	3
HIMS 2010 Pharmacology and Drug Administration*	3
HIMS 2030 Health Information Management Application*	3
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*Northeast Community College courses.

SOPHOMORE YEAR

First Semester

Course	Credits
HOEC 1050 Nutrition*	3
MEDA 1250 Medical Office I**	1
MEDA 1290 Medical Ethics & Law**	2
MEDA 1100 Exam Room I**	1
MEDA 1110 Exam Room I Lab**	1
1630 Administrative Medical Assisting**	3
*/** Student Elective (HLTH 1100)	1
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Second Semester

Course	Credits
MEDA 2300 Exam Room II**	3
MEDA 2310 Exam Room II Lab**	1
MEDA 2330 Laboratory Techniques & Procedures**	2
MEDA 2350 Laboratory Techniques & Procedures Lab**	1
MEDA 2250 Medical Office II**	3
*/** Student Elective (PRDV 1850)	2
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Fifth Semester

Course	Credits
MEDA 2420 Practicum**	6

Total Credit Hours **60**

**Central Community College courses.

*NOTE: Prior to entering the medical assisting program, students are required to complete the above courses available at Northeast Community College with a grade of "C" or better and must be admitted to the Central Community College Medical Assisting Program.

PRE-PROFESSIONAL DEGREE PATHWAYS at NORTHEAST COMMUNITY COLLEGE

Associate of Science Degree

The Associate of Science Degree is conferred upon completion of all requirements for graduation in a course of study, including academic college transfer, with particular emphasis on science and mathematics.

- A. A student must satisfactorily complete a minimum of 60 semester hours in a course of study with a cumulative grade point average of "C" or better.

Note: Hours earned in courses below the 1000 level will not be counted towards the required 60 semester hours for graduation.

- B. A student must satisfy the following minimum general education requirements:

1. Communication 6 Cr. Hours (must earn a C or above in each)

Oral (select one)

- a. SPCH 1010 Fundamentals of Communication (3 cr.)
b. SPCH 1110 Public Speaking (3 cr.)
c. ENGL 2080 Tech Communications II..... (3 cr.)

Written (select one)

- a. ENGL 1010 English Composition I..... (3 cr.)
b. ENGL 2070 Tech Communications I..... (3 cr.)

2. Behavioral & Social Sciences 3-6 Cr. Hours (select at least one)

- a. HIST 1030 European Civilization I (3 cr.)
b. HIST 1040 European Civilization II..... (3 cr.)
c. HIST 1050 World History I..... (3 cr.)
d. HIST 1060 World History II (3 cr.)
e. HIST 2010 American History I (3 cr.)
f. HIST 2020 American History II..... (3 cr.)
g. GEOG 1020 World Reg. Geography (3 cr.)
h. ECON 2110 Prin. of Macroeconomics .. (3 cr.)
i. POLS 1000 American Government..... (3 cr.)
j. POLS 1600 International Relations..... (3 cr.)
k. PSYC 1810 Introduction to Psychology (3 cr.)
l. SOCI 1010 Introduction to Sociology ... (3 cr.)

3. English/Literature 3-6 Cr. Hours (select at least one) (must earn a C or above)

- a. ENGL 1020 English Composition II..... (3 cr.)
b. ENGL 2190 Comparative Mythology (3 cr.)
c. ENGL 2030 Creating Poetry I..... (3 cr.)
d. ENGL 2040 Creating Poetry II..... (3 cr.)
e. ENGL 2050 Creating Stories I..... (3 cr.)
f. ENGL 2060 Creating Stories II..... (3 cr.)
g. ENGL 2070 Tech Communications I..... (3 cr.)
h. ENGL 2100 Introduction to Literature. (3 cr.)
i. ENGL/THEA 2140 Introduction to Shakespeare (3 cr.)
j. ENGL 2150 American Lit. to 1865 (3 cr.)
k. ENGL 2160 American Lit. after 1865.... (3 cr.)
l. ENGL 2200 British Lit. to 1800 (3 cr.)
m. ENGL 2210 British Lit. after 1800 (3 cr.)
n. ENGL 2730 The Novel and the Movie (3 cr.)
o. THEA 1010 Introduction to Theatre..... (3 cr.)

4. Fine Arts and Language..... 0-4 Cr. Hours (see note below)

- a. ARTS 1050 Intro. to Art Hist. & Criticism I (3 cr.)
b. ARTS 1060 Intro. to Art Hist. & Crit. II. (3 cr.)
c. MUSC 1010 Introduction to Music..... (3 cr.)
d. SPAN 1200 Elementary Spanish I..... (4 cr.)
e. FREN 1200 Elementary French I..... (4 cr.)
f. Any other college level foreign language

**Joint cooperative arrangement with Southeast Community College

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Note: A total of 9 credit hours is required between categories 2, 3, and 4 with 3 hours required from both 2 and 3.

5. Mathematics6 Cr. Hours (select at least 3 credit hours at the 1600 level or above)

- a. MATH 1100 Topics & Ideas in Mathematics(3 cr.)
b. MATH 1140 Intermediate Algebra (4 cr.)
c. MATH 1150 College Algebra..... (3 cr.)
d. MATH 1220 Trigonometry..... (3 cr.)
e. MATH 1600 Analytic Geometry and Calculus I (5 cr.)
f. MATH 2010 Analytic Geometry and Calculus II..... (5 cr.)
g. MATH 2020 Analytic Geometry and Calculus III (5 cr.)
h. MATH 2170 Applied Statistics (3 cr.)
i. Any other higher level approved Math course

6. Natural Science (select two)8 Cr. Hours

- a. AGRI 1131 Plant Science (3 cr.)
AGRI 1132 Plant Science Lab (1 cr.)
(Agriculture transfer and Pre-Veterinary Technology majors only)
b. BIOS 1010 General Biology (4 cr.)
c. CHEM 1090 General Chemistry I..... (4 cr.)
d. PHYS 1100 Physical Science (4 cr.)
e. PHYS 1410 Elementary General Physics I with Algebra and Trigonometry (5 cr.)
f. Any other course of Natural Science

7. Technology3 Cr. Hours

- a. ENGR 1020 Programming and Problem Solving (3 cr.)
b. INFO 1010 Fundamentals of Information Technology (3 cr.)
c. INFO 1100 Microcomputer Applications (3 cr.)
d. INFO 1700 Intro. to Internet..... (1 cr.)
e. INFO 1710 Web Page Development (1 cr.)
f. INFO 2100 Spreadsheet Applications.... (3 cr.)
g. AGRI 1500 Microcomputer Applications in Agriculture (3 cr.)
h. OFFT 1500 Microsoft Office (3 cr.)

Note: Upon approval, other technology courses may be substituted for the courses listed above to meet the Northeast graduation requirements. Students should contact their advisors.

Final note: General education courses listed under the Associate of Arts and/or the Associate of Science Degree requirements or recognized equivalent courses as specified within an individual program's prescribed course of study may be substituted for courses listed above. For more information, please speak with an advisor.

Here are some of the professional careers that you can get started at Northeast:

Chiropractic	Medical Assisting***
Dentistry	Mortuary Science
Dietetics	Physician Assistant
Medicine	Physical Therapy
Nursing	Radiologic Technology**
Pharmacy	Surgical Technology**
Public Health	Respiratory Care**

Example Curriculum for Pre-Professional careers obtained with an AS degree. *The following information is an example only and subject to change without notice.*

Biology (with lab) 8-10 semester hours*. Two semesters of general biology of physiology meet this requirement.

General Chemistry (with lab) 8-10 semesters hours*. This requirement should include a two-semester complete course in general or inorganic chemistry.

Organic Chemistry (with lab) 8-10 semester hours. This requirement should include a two-semester complete course in organic chemistry.

Physics (with lab) 8-10 semesters hours. This requirement should include a two-semester complete course in physics.

Humanities and/or Social Science 12-16 semester hours. Courses in the following may be used to fill this requirement: art, dramatic arts/theater, literature, English, music, foreign language, sociology, anthropology, psychology, child development, journalism, economics, geography, geology, speech, communications, history, government, political science, philosophy, religion, women's studies, and any ethnic studies courses.

Calculus or Statistics 3 semester hours. A one semester course in introductory calculus OR statistics will meet this requirement.

English Composition minimum of 3 semester hours. Students are required to have at least one semester of English composition or a comparable writing course. Students may not substitute a placement examination in lieu of this requirement.

Biochemistry 3 semester hours. Students must have a comprehensive course in Biochemistry to include metabolism. For schools that cover metabolism in the second semester of Biochemistry, then the requirement will be met with both semesters of Biochemistry, regardless of credit hours.

Genetics 3 semester hours.

In cases where CLEP Examination or AP credits have exempted an applicant from an undergraduate prerequisite course, it is suggested that a more advanced course in that discipline be taken to fulfill the requirements. Dual enrollment courses are accepted to fulfill required coursework.

Courses in molecular biology, immunology and microbiology, though not required, are helpful in preparing for the basic science curriculum of medical school. Interpersonal communications, ethics, and personnel management are also good preparatory courses.

**or equivalent*

Your specific college or university may have additional requirements.