

# MEDICAL ASSISTANT

(Minot State University-Bottineau)  
Associate in Applied Science degree  
Limited enrollment

Student Planning Guide Medical Office Asst. 2003-05  
Student Planning Guide Medical Office Asst. 2005-07  
Student Planning Guide Medical Asst. 2005-07

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This curriculum prepares students to support physicians and other medical staff by providing assistance during patient examinations and treatment administration, by recording patient and related health information, and by performing a wide range of practice-related duties.

Medical assistants perform routine administrative and clinical tasks that keep the offices and clinics of physicians, podiatrists, chiropractors, optometrists and other healthcare providers running smoothly. They also provide assistance to physicians during physical examinations, prepare patients for exams, set up instruments, take vital signs, transcribe medical records, and code insurance claims.

This program is offered in collaboration with Minot State University-Bottineau. BSC provides the general education courses and some core curriculum courses and MSU-Bottineau provides the remaining core curriculum courses via the Interactive Video Network (IVN). MSU Bottineau grants the Associate in Applied Science degree.

<b>SEMESTER</b>	<b>CREDITS</b>
Business Math (BOTE 108).....	3
Medical Terminology (BOTE 171).....	3
Records Management via IVN ( BOTE 217) (MISU-B).....	3
Elementary Anatomy & Physiology (BOTE 113) .....	2
Medical Transcription I (BOTE 222).....	3
General Education Elective (CSCI 101 or ENGL 110) .....	3
Total credits .....	17

<b>SEMESTER II</b>	<b>CREDITS</b>
Elementary Anatomy & Physiology (BOTE 114) .....	2
Medical Diseases & Disorders via IVN ( BOTE 134) (MISU-B) .....	3
Medical Transcription II (BOTE 223).....	3
Medical Office Procedures (BOTE 277).....	3
Keyboarding II (BOTE 152).....	3
General Education Elective (CSCI 101 or ENGL 110) .....	3
Total credits.....	17

<b>SEMESTER III</b>	<b>CREDITS</b>
First Aid/CPR (HPER 210).....	1
Office Management via IVN (BOTE 209) (MISU-B).....	3
Introduction to Nutrition (NUTR 240).....	3
CPT Coding via IVN ( BOTE 138) (MISU-B).....	2
Medical Assisting Clinical Pro. Via IVN (BOTE 136) (MISU-B) .....	3
General Education Elective (COMM 110 or PSYC 111) .....	3
Total credits.....	15

<b>SEMESTER IV</b>	<b>CREDITS</b>
Intro to Pharmacology (PHRM 215).....	3
ICD Coding via IVN (BOTE 139) (MISU-B) .....	2
Human Resource Management (BADM 282) .....	3
Fundamentals of Lab Tests/Diagnostic Procedures via IVN (BOTE 266) (MISU-B) .....	2
General Education Electives (COMM 110 or PSYC 111).....	3
General Education Elective Math/Science/Technology.....	3
Total credits .....	16

<b>SUGGESTED ELECTIVE</b>	<b>CREDITS</b>
Cooperative Education/Internship (BADM 197-297) .....	1-3
See page 35 for general education requirements (15 semester hours) for Associate in Applied Science degree.	