

MEDICAL ASSISTING CERTIFICATE

Program Description

The One Year certificate program is designed to prepare students for an entry level position in a career that performs medical office functions such as scheduling, office reception, medical documentation, managing patient records, assisting in clinical procedures and examination of patients, performing clinical laboratory procedures, and compliance to all quality and regulatory compliance.

Program Outcomes

1. Interact in a caring and professional manner with patients, families, and the healthcare team
2. Manage and implement office procedures
3. Utilize medical documentation systems using correct medical terminology
4. Perform required administrative business tasks utilized in medical offices and healthcare settings
5. Assist all members of the healthcare team in clinical procedures, examination, and treatment of patients
6. Comply with all quality assurance requirements in the performance of clinical laboratory procedures
7. Perform common diagnostic procedures under a licensed health care provider for the treatment, support, and safety of patients

Program Course Requirements

Course	Title	Credits
First Year		
First Term		
MED 111	Medical Terminology I	3
MED 220	Medical Office Procedures I	3
MTH 105Z	Math in Society ¹	4
WR 121Z	Composition I ¹	4
Credits		14
Second Term		
CH 112	Fundamentals of Chemistry ¹	5
MED 112	Medical Terminology II	3
MED 120	Clinical Procedures I	3
MED 221	Medical Office Procedures II	3
Credits		14
Third Term		
COM 218Z	Interpersonal Communication ¹	4
MED 117	AP and Pharmacology for MAs	4
MED 122	Clinical Procedures II	3
MED 125	Medical Assistant Practicum I	4
Credits		15
Fourth Term		
MED 126	Medical Assistant Practicum II	6
Credits		6
Total Minimum Credits		49

¹ General Education courses can be taken any term.

Advising Notes

- All medical assisting students must successfully pass a drug screening test at the time of admission into the Medical Assistant Program and are subject to random drug screening throughout the program.
- All accepted medical assisting students will be required to undergo a background check
- All accepted medical assisting students will be required to have current BLS Healthcare Provider card via the American Heart Association
- All accepted medical assisting students will be required to provide evidence of their current immunization status for Hep B, MMR, Tdap, Varicella, TB, COVID and influenza.