



The certificate in medical assisting prepares the student for an entry-level position as a medical assistant in a medical office, clinic, hospital or other health care facility. Clinical (patient care) and administrative (business) skills are included in the course work as well as medical and business theory. On-the-job experience is provided by a 230-hour non-paid externship with a licensed health care practitioner. Upon completion of the program, the student is eligible to take the American Association of Medical Assistant (AAMA) certification exam to become a Certified Medical Assistant (CMA). This program is fully accredited by AAMA and the Commission on Accreditation of Allied Health Education Programs (CAAHEP). The student may enter any semester part-time or full-time. Program coordinator approval is required for registration in MOA 204 Externship and Seminar.

Minimum credits:	49
Minimum GPA:	2.0
(in MOA 111, MOA 120, MOA 204, MOA 211 minimum 2.5 and 2.0 in all other courses)	
Minimum JCC credits:	12
MACRAO agreement:	No

### ENTRANCE REQUIREMENTS

Pre-entrance: ACCUPLACER criteria met for Reading, Writing, and MTH 110 or Equivalency, Keyboarding skills 45 WPM.

### RELATED REQUIREMENTS – (21 credits)

DMS 100 Intro to Diagnostic Imaging	3
ENG 131 Writing Experience	3
ITE 101 Intro to Information Technology	3
MTH 112 Business Math or higher	3
NUR 121 Pharmacology	3
• or LPN 132 Medications	3
PSY 140 Introduction to Psychology	3-4
SEC 241 Medical Office Procedures	3

### MEDICAL ASSISTANT CORE REQUIREMENTS – (28 credits)

MOA 111 Medical Assistant Techniques I	3
MOA 112 Insurance, Reports, Law & Ethics	3

MOA 120 Medical Terminology	3
MOA 141 (or LPN 141) Body Structure & Function	4
• or BIO 155 Human Anatomy & Physiology	5
MOA 145 (or LPN 145 or NUR 207) Normal/Therapeutic Nutrition	3
MOA 204 Externship (230 hours + 30 hr. seminar)*	5
MOA 211 Medical Assistant Techniques II	4
MOA 241 Medical Records	3

### ADDITIONAL REQUIREMENTS

EMS 110 CPR & First Aid	2
• or current Adult CPR & First Aid Certification	
• or HOC 130 Intro to Health Occupations	3

*\* Program coordinator approval needed to register for MOA 204. Student must validate 2.5 or better in MOA 120, MOA 111, and MOA 211 for entrance into this course.*