



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 225- 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 to register for MOA 204 Externship and Seminar.

ENTRANCE REQUIREMENTS

Must be met before beginning program Course placement assessment* or during the first semester: MOA 141 Body Structure and Function or LPN 141 Body Structure and Function or BIO 155 Human Anatomy and Physiology. Validated typing skills 45 WPM or keyboarding class. Meet with program coordinator/advisor before or during the first semester enrolled.

- Minimum credits:60
- 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

GENERAL EDUCATION REQUIREMENTS — (17 credits)

ENGLISH — (3 credits)

- ENG 131 Writing Experience3

MATHEMATICS — (3 credits)

- MTH 112 Business Math or higher3

SCIENCE — (4 credits)

- BIO 131 General Biology4
- BIO 132 Human Biology4
- BIO 155 Human Anatomy & Physiology5
- BIO 220 Microbiology4
- CEM 121 Chemistry of Life4
- CEM 132 Organic & Biological Chemistry4

SOCIAL SCIENCE — (3 credits)

- PSY 140 Introduction to Psychology4

HUMANITIES — (3 credits)

Choose one of the following:

- ART 111 Art History: Prehistoric to 14003
- ART 112 Art History: Renaissance - Present3
- ENG 210 Introduction to Film3
- ENG 236 Women in Changing Society3
- ENG 246 Short Story and Novel3
- ENG 247 Poetry and Drama3
- ENG 249 African American Literature3
- ENG 252 Shakespeare3
- ENG 254 Children's Literature3
- ENG 255 American Literature 19th Century3
- ENG 256 American Literature 20th Century3
- ENG 257 World Literature I3
- HUM 131 Cultural Connections3
- MUS 130 Survey of Non-Western Music3
- MUS 131 Understanding Music3
- MUS 133 Music Education3
- MUS 151 Music Theory I4
- MUS 152 Music Theory II4
- PHL 231 Introduction to Philosophy3
- PHL 232 Logic3
- THR 116 Introduction to Theatre3

HEALTH/PHYSICAL FITNESS — (1 credit)

Choose one of the following:

- HPF 160 Wellness1
- HPF 168 Weight Training & Conditioning2
- HPF 221 Jazz Techniques3
- HPF 277 Stress Management2
- HPF 278 Stress Management for Parents2



RELATED REQUIREMENTS — (12 credits)

DMS 100 Intro to Diagnostic Imaging	3
ITE 101 Information Technology Education	3
NUR 121 Pharmacology	3
• or LPN 132 Medications	3
SEC 241 Medical Office Procedures	3

MEDICAL ASSISTANT CORE REQUIREMENTS — (28 credits)

MOA 111 Medical Assistant Techniques I	3
MOA 112 Insurance, Reports, Law and Ethics	3
MOA 120 Medical Terminology	3
MOA 141 (or LPN 141) Body Structure & Functions	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

Elective Credits from additional courses, if needed (except ENG 080, 085, 090, 101, 102, 108, 109, MTH 090 and 095) to meet the degree requirement of 60 credits.

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