



www.jccmi.edu

Medical Assistant Certificate



Health Sciences Career Pathway

The Medical Assistant Certificate program prepares the student for an entry-level position as a medical assistant in a medical office, clinic, hospital or other health care facility. Clinical (diagnostic and treatment), administrative (communications and business) skills and transdisciplinary knowledge and skills are included in the course work. A 225-hour non-paid externship experience with a licensed health care practitioner is the capstone course.

Upon successful completion of this program, the student is eligible for a professional credential by passing the American Association of Medical Assistant (AAMA) examination to become a Certified Medical Assistant (CMA). This program is accredited by the AAMA and the Commission on Accreditation of Allied Health Education Programs (CAAHEP) and meets national standards for quality. Students are welcome to enter this program in any semester, but must meet prerequisite course and grade level requirements to process in the program and qualify for MOA 204 Externship.

Prerequisite requirements: Keyboarding skills of 45 WPM or CIS 110.

Minimum credits:	52
Minimum GPA:	2.0
Minimum grade in all courses:	2.0
Minimum grade in MOA 111, MOA 120, MOA 211 and MOA 240:	2.5
Minimum JCC credits:	12
MACRAO agreement:	No

GENERAL EDUCATION REQUIREMENTS — (10 credits)

ENG 131 Writing Experience	3
MTH 120 Beginning Algebra or higher	3
PSY 140 Introduction to Psychology	4

RELATED REQUIREMENTS — (11 credits)

DMS 100 Intro to Diagnostic Imaging	3
CIS 101 Introduction to Computer Systems	3
NUR 121 Pharmacology or LPN 132 Medications	3
EMS 110 CPR & First Aid or HOC 130 Introduction to Health Occupations	2

MEDICAL ASSISTANT CORE REQUIREMENTS — (31 credits)

MOA 111 Medical Assistant Techniques I	3
MOA 112 Insurance, Reports, Law & Ethics	3
MOA 120 Medical Terminology	3
MOA 141 Body Structure & Functions or LPN 141 Body Structure & Function or BIO 155 Human Anatomy & Physiology	4
MOA 145 Normal/Therapeutic Nutrition or LPN 145 Normal/Therapeutic Nutrition or NUR 207 Normal/Therapeutic Nutrition	3
MOA 204 Externship (225 hours + 30 hr. seminar)	5
MOA 211 Medical Assistant Techniques II	4
MOA 240 Medical Office Procedures	3
MOA 241 Medical Records	3

OPTIONAL MULTI-SKILLED ELECTIVES

(Not needed for this certificate)

MOA 230 Medical Machine Transcription	3
MOA 235 Advanced Medical Transcription	3
MOA 242 Advanced Medical Billing	3
BIO 220 Microbiology	4

** 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.*

Graduates may take the AAMA/CMA exam in January, June, or October. Applications are available from the medical assistant program coordinator.