



MEDICAL ASSISTING CERTIFICATE

(47 credits)

2018-2019

Program Prerequisites: (limited entry program – prerequisites mandatory for entry)

- MTH 60 Beginning Algebra I (4 credits) or MTH 98 Quantitative Math (4 credits) or equivalent placement test scores
- WR 121 English Composition (4 credits) (prereq: RD 115 and WR 115 or test)
- BI 121 Introduction to Human Anatomy and Physiology I (4 credits) (prereq: MTH 60 or MTH 98 or test; pre/concurrent: WR 121.)
- MP 111 Medical Terminology (4 credits) (prereq: placement into RD 90 and WR 90)

Course Number	Course Title	Prereqs	Credits
Fall Term			17
<input type="checkbox"/> BI 122	Introduction to Human Anatomy & Physiology II	BI 121	4
<input type="checkbox"/> MA 112	Medical Office Assistant 1	none	1
<input type="checkbox"/> MA 117	Medical Office Administrative Procedures	Coreq: MA 118	3
<input type="checkbox"/> MA 118	Medical Office Administrative Procedures Lab	Coreq: MA 117	2
<input type="checkbox"/> MP 140	Introduction to Health Law & Ethics	WR 115, RD 115, MTH 20 or test	3
<input type="checkbox"/> PSY 101	Psychology & Human Relations	MTH 20 or test; Pre/co: WR 121	4
Winter Term			14
<input type="checkbox"/> MA 122	Medical Office Assistant 2	MA 112	1
<input type="checkbox"/> MA 123	Medical Office Clinical Procedures	MP 111; BI 122 or BI 233; MTH 60 or test; place into RD 115 & WR 115; Coreq: MA 124	3
<input type="checkbox"/> MA 124	Medical Office Clinical Procedures Lab	Coreq: MA 123	2
<input type="checkbox"/> MA 131	Pathophysiology for the Medical Assistant	none	5
<input type="checkbox"/> MA 180	Coding & Reimbursement	MP 111	2
<input type="checkbox"/> HE 113	First Aid & CPR/AED Professional Rescuers/Healthcare Providers	Rec: RD 115 or test	1
Spring Term			16
<input type="checkbox"/> MA 132	Medical Assistant 3	MA 122	1
<input type="checkbox"/> MA 136	Medications	MA 123, MA 124, MP 111, admission to MA	2
<input type="checkbox"/> MA 270	Clinical Practicum	Dept permission	6
<input type="checkbox"/> MLT 100	Medical Office Laboratory Procedures	MP 111, BI 122 or BI 233	4
<input type="checkbox"/> MP 150	Introduction to Electronic Health Records	MP 111; Rec: CAS 133	3
Total Quarter Credits			47

Program Requirements:

- High school completion or GED.
- Completion of WR 121, MTH 60 or 98, BI 121 and MP 111.
- Students must demonstrate a working knowledge and/or background of basic computer skills including windows, keyboarding, Internet and email. Students not able to demonstrate a working knowledge and/or background will be required to take a course(s) prior to admission.
- Two statements of recommendation from a recent employer, instructor or counselor.
- Program advising with a Medical Assisting Program advisor.
- Students must have transportation to clinical facilities throughout the Mid-Columbia area.
- A criminal background check and drug screen. Contact the department office for more information.

Application & Acceptance:

Acceptance into the medical assisting program requires that students meet the Accuplacer placement scores and demonstrate satisfactory English language ability through a written and oral interview assessment.

Students also must have documentation of the following prior to the beginning of the third term: satisfactory physical examination, current immunizations, evidence of immunity to measles and evidence of initiating the immunization series to Hepatitis B or sign a waiver.

All program prerequisites must be completed with a letter grade of "C" or better.

Applications will be processed on a first-come, first-served basis; priority will be given to applicants with completed prerequisites. Applicants who are enrolled in prerequisites for summer term can be accepted to the program pending completion of the prerequisite courses with a "C" or better.

Comprehensive Certificate Requirements & Limitations:

- All candidates for a degree must have at least a 2.0 minimum cumulative grade point average ("C" average).
- At least 12 credits must be earned at CGCC, nine of which must apply to the certificate requirements. The final 9 credits must be earned at CGCC.
- A maximum of 12 credits of "P" (pass) grades will apply to any one-year certificate. Some certificate requirements may vary and will be listed in that specific certificate.
- No more than 12 credits of Cooperative Education courses may apply to any one-year certificate.
- Only nine credits of 199 and 299 experimental courses apply.

This form is intended for advising purposes only. See your declared catalog for a complete list of degree requirements.

Columbia Gorge Community College is an equal opportunity educator and employer.