



MEDICAL ASSISTING CERTIFICATE

(47 credits)

2016-17

Courses Offered by Term	Required Courses	Course Title	Credits
Pre-Requisite Classes (Must be passed with a "C" grade or better):			
F/W/Sp/Su	<input type="checkbox"/> WR 121	English Composition	4
F/W/Sp/Su	<input type="checkbox"/> MTH 60	Elementary Algebra- Part 1	4
F/W/Sp/Su	<input type="checkbox"/> MP 111	Medical Terminology	4
Spring	<input type="checkbox"/> BI 121	Introduction to Human Anatomy and Physiology I	4
Upon Acceptance into the Medical Assisting Program:			
Fall	<input type="checkbox"/> BI 122	Introduction to Human Anatomy and Physiology II	4
Fall	<input type="checkbox"/> MA 112	Medical Office Assistant 1	1
Fall	<input type="checkbox"/> MA 117	Medical Office Administrative Procedures	3
Fall	<input type="checkbox"/> MA 118	Medical Office Admin Procedures Lab	2
Fall	<input type="checkbox"/> MA 180	Coding & Reimbursement	2
Fall	<input type="checkbox"/> PSY 101	Psychology and Human Relations	4
Winter	<input type="checkbox"/> MP 140	Introduction to Health Laws & Ethics	3
Winter	<input type="checkbox"/> MA 122	Medical Office Assistant 2	1
Winter	<input type="checkbox"/> MA 123	Medical Office Clinical Procedures	3
Winter	<input type="checkbox"/> MA 124	Medical Office Clinical Procedures Lab	2
Winter	<input type="checkbox"/> MA 131	Pathophysiology for the Medical Assistant	5
Winter	<input type="checkbox"/> HE 113	First Aid & CPR/AED Professional Rescuers/Healthcare Providers	1
Spring	<input type="checkbox"/> MA 132	Medical Office Assistant Seminar 3	1
Spring	<input type="checkbox"/> MA 136	Medications	2
Spring	<input type="checkbox"/> MA 270	Clinical Practicums	6
Spring	<input type="checkbox"/> MLT 100	Medical Office Laboratory Procedures	4
Spring	<input type="checkbox"/> MP 150	Introduction to Electronic Health Records	3

Program Requirements:

- High school completion or GED.
- Completion of WR 121, MTH 60, 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.
- 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 Compass 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.