MEDICAL ASSISTANT CERTIFICATE

(47 Quarter Credits)

2022-2023

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

- MTH 98 Quantitative Math (4 credits) or equivalent placement
- WR 121 English Composition (4 credits) (prereq: IRW 115 or WR 115 or equivalent placement)
- BI 121 Introduction to Human Anatomy and Physiology I (4 credits) (prereq: MTH 65 or MTH 98 or equivalent placement; pre/co: WR 121.)
- MP 111 Medical Terminology (4 credits) (prereq: placement into IRW 115 or WR 115)
- A working knowledge and/or background of basic computer skills including windows, keyboarding, Internet and email.
- Program advising with a Medical Assisting Program advisor.

Coursework:

Course Number	Course Title	Prereqs	Credits
Fall Term			17
BI 122	Introduction to Human Anatomy & Physiology II	BI 121	4
MA 112	Medical Office Assistant 1	none	1
MA 117	Medical Office Administrative Procedures	IRW 115 or WR 115 or place; place into MTH 65 or MTH 98. Coreq: MA 118.	3
MA 118	Medical Office Administrative Procedures Lab	Coreq: MA 117	2
MP 140	Introduction to Health Law & Ethics	IRW 115 or WR 115 or place; place into MTH 65 or MTH 98	3
PSY 101	Psychology & Human Relations	place into MTH 65 or MTH 98. Pre/co: WR 121	4
Winter Term			14
MA 122	Medical Office Assistant 2	none	1
MA 123	Medical Office Clinical Procedures	Prereq: MP 111; BI 122 or BI 233. Coreq: MA 124.	3
MA 124	Medical Office Clinical Procedures Lab	Coreq: MA 123	2
MA 131	Pathophysiology for the Medical Assistant	Prereq: MP 111; BI 122 or BI 233.	5
MA 180	Coding & Reimbursement	Pre/co: MP 111	2
HE 113	First Aid & CPR/AED Professional Rescuers/Healthcare Providers	Rec: IRW 115 or place	1
Spring Term			16
MA 132	Medical Assistant 3	Coreq: MA 270	1
MA 136	Medications	Prereq: MP 111; MTH 65 or MTH 98 or place	2

MA 270	Clinical Practicum	Prereq: HE 113 Dept permission	6
MLT 100	Medical Office Laboratory Procedures	MP 111, BI 122 or BI 233	4
MP 150	Introduction to Electronic Health Records	MP 111; Rec: CAS 133	3
		Total Quarter Credits	47

Program Entry Requirements:

- High school completion or GED.
- Completion of WR 121, BI 121, MP 111, and (MTH 60 or 98, or equivalent placement assessment scores).
- Students must demonstrate a working knowledge and/or background of basic computer skills including windows, keyboarding, Internet and email.

Application & Acceptance:

Students must apply to the Medical Assisting Program by filling out the forms in the Medical Assisting Admissions Application Packet. The application packet can be downloaded at www.cgcc.edu/nursing-health-occupations/ma/application-process.

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.

For assistance, call Student Services at (541) 506-6011 or (541) 308-8211.

Additional Requirements (Prior to Spring term of the MA Program):

Admitted students must meet/pass the following requirements within designated time frames (any associated costs are at the student's own expense) (https://www.cgcc.edu/nursing-health-occupations/ma/degrees-certificates):
- Immunization validation
- TB screening
- A drug screen
- A criminal background check and sex offender check. Contact the department office for more information.
- Current CPR BLS provider certificate
- Transportation to clinical facilities throughout the Mid-Columbia area
- Information regarding these requirements will be distributed in a mandatory orientation in September after acceptance. The Medical Assisting admission packet describes these requirements in more detail.

Comprehensive Certificate Requirements & Limitations:

- All candidates for a certificate must have at least a 2.0 minimum cumulative grade point average ("C" average).
- Credit courses, numbered below 100 cannot be used to fulfill the credit minimum requirements for certificates.
- At least 12 credits must be earned at CGCC, nine of which must apply to the certificate requirements. The final nine 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.

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