Medical Assistant

Diploma
(Code: MVMED)
The Medical Assistant Program will prepare individuals to provide medical office administrative services and perform clinical duties. This diploma program includes instruction in basic anatomy and physiology, medical terminology, medical law ethics, patient psychology & communications, medical office procedures, clinical dx examination testing & treatment procedures. Program accredited, graduates of the diploma program are eligible to sit for the National Certified Medical Assistant (CMA) exam upon completion of the summer externship. Students must maintain a 2.0 GPA for all required courses.

Medical Assistant Entrance Requirements:
1. Application for college admission completed and signed.
2. Official high school transcript or GED equivalency required.
3. Official transcripts from other colleges you have attended (if applicable).
4. FAFSA/Financial Aid Paperwork completed.
5. Test Score or Course requirements:
   a. COMPASS test completed with scores of 60 or higher in Reading and 80 or higher in Writing.
   OR
   b. Successful completion of ENG060 College Preparatory Writing I or ENG061 College Preparatory Writing II with a 75% (C grade) or higher.
6. Successful Completion of BCA134 Word Processing or CSC118 Computer Systems and Applications with a 75% (C grade) or higher.
7. A minimum grade of 75% (C grade) or higher is needed for any pre-requisite courses to transfer into the program.
8. General education courses must be completed no more than five (5) years prior to be accepted as transferable credit for the program.
9. All MAP courses must be taken in the acceptance year.

Program Requirements
ADM154  Business Communications  3
BCA134  Word Processing  3
or
CSC118  Computer Systems and Applications  (3)
BIO532  Human Body: Health and Disease  3
HSC129  Anatomy and Physiology  5
or
BIO168  Human Anatomy and Physiology I  (4)
BIO173  Human Anatomy and Physiology II  (4)
MAP111  Medical Office Management I  3
MAP118  Medical Office Management II  4
MAP141  Medical Insurance  3
MAP225  Medical Lab Procedures I  4
MAP229  Medical Lab Procedures II  6
MAP512  Medical Assisting Pharmacology  2
MAP602  Clinical Experience Seminar  1
MAP616  Medical Assistant Externship  6

Total Required Hours  43-46