

MEDICAL ASSISTANT CERTIFICATE (CAREER)

Program website (<https://www.frederick.edu/programs/healthcare/medical-assistant.aspx>)

Program Description

Prepares students in administrative and clinical medical procedures and provides a foundation in the principles and practices of asepsis, initial patient contact, patient care responsibilities, and patient education. Clinical duties include collecting and performing various laboratory tests, administering medications, and performing diagnostic procedures such as EKGs. Courses in medical software applications and medical administrative and clinical internships are included in this certificate. Students are engaged in classroom, hands-on, and clinical learning environments. Students must maintain a grade of "C" or better in all MEDA courses. Graduates will be qualified to take the national certification examination in medical assisting offered by the National Center for Competency Testing (NCCT).

Prospective students must apply for admission to the college through the Welcome Desk, complete all placement tests through the Testing Center, send official transcripts (if applicable) to the registrar, and arrange for an advising appointment with the Medical Assistant Program Manager.

Courses in this program can be used to meet the elective requirements of the A.A. degree in general studies.

Program Learning Outcomes

- To produce graduates eligible to take and pass nationally recognized certification examination.
- To facilitate and foster the values necessary to practice medical assisting skills within the ethical and legal framework of the profession and the community.
- To produce students who exhibit professional behavior consistent with current academic and professional standards.
- To help students acquire and strengthen problem solving and critical thinking skills.
- To assist students in performing all necessary duties in a safe environment utilizing all the latest techniques in physician offices, including hazardous materials.
- To develop positive student attitudes for the pursuit of lifelong professional growth and development.
- To develop and maintain educational partnerships with business, labor, and public sector agencies.
- To promote a student-centered learning environment where students know faculty and staff are accessible and supportive of their individual needs.

Program Requirements

- Students must earn a grade of "C" or better in all MEDA courses.

Code	Title	Credits
Departmental Requirements		
MEDA 111	Basic Anatomy and Physiology for Medical Assistants ¹	3
OR		

MATH 101	Foundations of Mathematics (or higher - select from the Mathematics Elective (Gen Ed course list))	
AND		
BSCI 107	Study of the Human Body	
or BSCI 117	Human Biology	
or BSCI 201	Anatomy and Physiology I	
or BSCI 202	Anatomy and Physiology II	
BMGT 120	Business Communications	3
MEDA 109	Medical Terminology	3
MEDA 110	Computer Medical Office Management	3
MEDA 112	Medical Office Procedures	3
MEDA 115	Medical Laboratory Procedures	3
MEDA 117	Foundations of Medical Assisting I	3
MEDA 120	Pharmacology for Medical Office Practice	3
MEDA 122	Foundations of Medical Assisting II	3
MEDA 201	Practical Skills for Medical Assisting	3
MEDA 203	Diagnostic and Procedural Medical Coding	3
MEDA 204	Medical Assisting Practicum	3
Total Credits		36

1

Students who plan on completing the certificate only and not continuing to the degree should enroll in MEDA 111. Students who are considering enrolling in the degree after completion of the certificate have the option to complete MEDA 111 (or Gen Ed Math and Gen Ed Science) to meet the requirements to enroll in MEDA 115 and MEDA 117. Students should be aware that if they opt to take MEDA 111 and continue to the degree, they must complete a Gen Ed Math and Gen Ed Science as part of the degree requirements.

Transfer Note

For more information on careers and transfer, contact the Career and Academic Planning Services office at 301.846.2471 or visit Transfer Services (<https://www.frederick.edu/student-resources/counseling-advising/transfer-services.aspx>).

Guided Pathway to Success (GPS)

Suggested schedules map your path to degree completion.

Students should meet with an advisor each semester to carefully select and sequence courses based on their specific academic goals and interests. Visit Jefferson Hall or call 301.846.2471 for advising.

Daytime Cohort

Recommended First Semester		Credits
Summer		
MEDA 109	Medical Terminology	3
Credits		3
Recommended Second Semester		
Fall		
MEDA 110	Computer Medical Office Management	3
MEDA 111	Basic Anatomy and Physiology for Medical Assistants ¹	3
MEDA 112	Medical Office Procedures	3
MEDA 115	Medical Laboratory Procedures	3
MEDA 117	Foundations of Medical Assisting I	3
Credits		15
Recommended Third Semester		
Spring		
MEDA 120	Pharmacology for Medical Office Practice	3
MEDA 122	Foundations of Medical Assisting II	3
MEDA 201	Practical Skills for Medical Assisting	3

MEDA 203	Diagnostic and Procedural Medical Coding	3
	Credits	12
Recommended Fourth Semester		
Summer		
BMGT 120	Business Communications	3
MEDA 204	Medical Assisting Practicum	3
	Credits	6
	Total Credits	36

Students who successfully complete the Medical Assistant Certificate may choose to pursue a degree through the Medical Assistant A.A.S. degree program. Additional coursework is required.

Evening Cohort

Recommended First Semester		Credits
Fall		
MEDA 109	Medical Terminology	3
	Credits	3
Recommended Second Semester		
Spring		
MEDA 110	Computer Medical Office Management	3
MEDA 111	Basic Anatomy and Physiology for Medical Assistants ¹	3
MEDA 112	Medical Office Procedures	3
MEDA 115	Medical Laboratory Procedures	3
MEDA 117	Foundations of Medical Assisting I	3
	Credits	15
Recommended Third Semester		
Summer		
MEDA 120	Pharmacology for Medical Office Practice	3
MEDA 122	Foundations of Medical Assisting II	3
	Credits	6
Recommended Fourth Semester		
Fall		
MEDA 201	Practical Skills for Medical Assisting	3
MEDA 203	Diagnostic and Procedural Medical Coding	3
BMGT 120	Business Communications	3
MEDA 204	Medical Assisting Practicum	3
	Credits	12
	Total Credits	36

1

Students who plan on completing the Certificate only and not continuing on to the degree should enroll in MEDA 111. Students who are considering continuing enrolling in the degree after the completion of the certificate have the option to complete MEDA 111 or (Gen Ed Math and Gen Ed Science) to meet the requirements to enroll in MEDA 115 and MEDA 117. Students should be aware that if they opt to take MEDA 111 and continue on to the degree, they must complete a Gen Ed Math and Gen Ed Science as part of the degree requirements.

Students who successfully complete the Medical Assistant Certificate may choose to pursue a degree through the Medical Assistant A.A.S. degree program. Additional coursework is required.

Part-time Students

Part-time students should complete courses in the order listed on the pathway. Please contact program manager for questions about part-time status.

Students who take fewer than 15 credits each semester or who require developmental English or Math coursework will need additional

semesters to complete their degrees. Summer term and January session classes may help students to make faster progress.

Pathway Legend

Milestone - courses with the Milestone notation should be taken within the recommend credit range to stay on track for program completion.

Fall, Spring, Summer - courses with a Fall, Spring, or Summer notation indicate the course is offered in the specified semester only.