

Machine Tool Processes (See Engineering Technology)

Medical Assisting

General Description: The Medical Assisting program provides students with educational experiences to achieve entry-level knowledge, skills, and behaviors needed to perform administrative and clinical duties of medical assistants in ambulatory care facilities under the direction of a provider. The program prepares students to take a national medical assistant certification exam.

The Medical Assisting program follows the Health Professions' selective admissions process. Students use the online Pre-Admission Plan on myRichland to submit an application during the designated period.

Sample of job titles of this certificate: Medical Assistant, Certified Medical Assistant (CMA), Registered Medical Assistant (RMA), and Medical Office Assistant.

Prerequisites to Apply:

1. H.S. diploma or GED
2. Eligibility for MATH 098
3. Eligibility for ENGL 101
4. Completion of HLTH 140 Medical Terminology with grade of C or above
5. Successful completion of Basic Computer Skills Assessment

Please note: All admitted students are required to undergo a fingerprint-based background check in the first semester. An initial drug screen also part of conditional admission. Other health and safety requirements such as required immunizations are found on the program's web page.

Graduation Requirements:

- Earn a grade of C or above in all program courses
- Maintain a minimum 2.0 program GPA
- Pass all psychomotor and affective competencies in the core curriculum
- Adhere to Medical Assisting Code of Conduct and Standards of Practice

This is a career and technical education program. Some courses may not transfer to four-year institutions.

Suggested Full-Time Course Sequence

Fall Semester	Credit Hours
BIOL 106	3
HLTH 130	5
HLTH 220	3
MA 110	3

Spring Semester	Credit Hours
ENGL 110	3
HLTH 197	1
MA 120	3
MA 121	5
MA 122	2

Summer Term	Credit Hours
MA 135	6

Medical Assisting – General Specialty Courses		Credit Hours	Medical Assisting Cert. 2500
BIOL 106	Issues in Human Biology	3	X
ENGL 110	Professional & Technical Writing	3	X
HLTH 130	Phlebotomy	5	X
HLTH 197	Basic Electrocardiography	1	X
HLTH 220	Nutrition and Diet Therapy	3	X
MA 110	Medical Office Administration	3	X
MA 120	Reimbursement and Coding	3	X
MA 121	Med Assisting Patient Care	5	X
MA 122	Med Assisting Pharmacology	2	X
MA 135	Clinical Medical Assisting	6	X
Total Hours			34