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## **Medical Assistant**

**Certificate • Program Code: 180**  
**Credit Hours: 34-36 • Contact Hours: 45-47**  
**Associate Dean: René Bieganowski**

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Medical Assistant training provides diverse employment opportunities. Students in this program develop skills necessary for entry-level employment in the healthcare field. Special emphasis is placed on increasing skills needed to work in physicians' offices and health clinics. Students must complete a minimum of 34 credit hours to earn a certificate in Medical Assisting. This program also has a Work-Based Learning component.

Since this program is very rigorous and demanding, students should consider carefully their outside work schedule given the requirements of the program and especially in AH 285 (Work- Based Learning--Medical Assistant) where students will be placed for 10 hours each week of a normal semester in a clinical setting (20 hours each week in a shortened summer semester) and complete one hour of exam review each week (two hours each week in a shortened summer semester). Students should also realize that they may be expected to travel as much as 40-80 miles one way for work-based learning placements at regional offices or clinics so as not to overload a single clinical site. Every effort will be made to assign students to clinical and externship sites fairly.

Upon successful completion of the program and graduation from North Central Michigan College, students are eligible to take the Registered Medical Assistant certification examination offered by American Medical Technologies.

This is a selective admission program. Students must apply for entry into the program each time they wish to be considered (i.e. applications will not be kept on file from one application period to the next). To be considered for final acceptance, students must be enrolled at North Central, have completed required courses (AH 130 or BIO 133, OAS 116) and have completed an Allied Health Program application.

Applications must be submitted to the Associate Dean of Nursing, Allied Health and Science by March 1 for fall enrollment and October 1 for winter enrollment.

Criteria for admission include a completed Allied Health Program application, completion of courses required before admission (AH 130 or BIO 133, OAS 116), with a minimum of a C+, successful completion of other courses in the MA program shared with other programs (such as B 104, MATH 100 or 112, OAS 141, 220, 221) and relevant work experience. Acceptance is not guaranteed. Students may not enroll in AH 107, AH 108 and AH 285 until they have been accepted into the MA program. North Central will order a criminal background check on all students accepted into the program. Students may be denied admission based on the results of the background check

**Additional information:**

Students are strongly encouraged to complete B 104 or MATH 100 or Math 112 (or higher) prior to applying to the program, since B 104 or MATH 100 or MATH 112 (or higher) is a prerequisite for AH 180.

All Allied Health core classes in the Medical Assistant program (AH 130 or BIO 133, OAS 116, AH 107, AH 108, AH 180 and AH 285) must be completed with a minimum of a C+.

AH 107 and AH 108 and AH 180 and OAS 190 and OAS 220 and OAS 221 must be completed before enrollment into Work-Based Learning AH 285.

Students must show proof of current CPR certification (American Heart Association: BLS for Healthcare Providers or American Red Cross: CPR for the Professional Rescuer) prior to the start of AH 285. North Central's EMS 101, CPR and First Aid, satisfies this requirement.

Students must have basic computer skills, ability to type at 30 wpm and use a computer mouse, access the internet and have knowledge of word processing programs.

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**PROGRAM REQUIREMENTS****33-35 CREDIT HOURS**

AH	130*	Body Systems and Diseases, OR	
BIO	133*	Human Biology with Lab	3-4
OAS	116*	Medical Terminology	3
AH	107	Medical Office Procedures I	3
AH	108	Medical Office Procedures II	3
B	104	Business Math OR	
MATH	100	Mathematical Reasoning OR	
MATH	112	Beginning and Intermediate Algebra (Part II) or higher	3-4
AH	180	Pharmacology for Allied Health	3
ENG	111	English Composition I	3
OAS	101	Customer Service	1
OAS	141	Filing and Records Management	2
OAS	190	Employability Skills	1
OAS	220	Beginning Medical Billing	2
OAS	221	Beginning Medical Coding	2
AH	285**	Work-Based Learning—Medical Assistant I	4

\* Must be completed before AH 107; students may apply to the MA program while they are taking AH 130 or BIO 133 and OAS 116, but must maintain or exceed the GPA used for calculating admission to remain eligible for admission to the program.

\*\* Must complete AH 107, AH 108, AH 180, OAS 190 and OAS 220 and OAS 221 prior to enrolling in this class.

**ADDITIONAL REQUIREMENTS****CHOOSE ONE COURSE**

CAP	101	Internet Searching and Researching	1
CAP	103	Macintosh Computers for the Beginner	1
OAS	103	10-Key Calculator and Keyboard Options	1
SOC	115	Anishinaabek Culture (required for WOCTEP students)	1

**SUGGESTED SEQUENCE FOR FULL-TIME STUDENTS:****SEMESTER I (FALL)**

AH	130	Body Systems and Diseases OR	
BIO	133	Human Biology with Lab	3 or 4
OAS	116	Medical Terminology	3
B	104	Business Math OR	
MATH	100	Mathematical Reasoning OR	
MATH	112	Beginning and Intermediate Algebra (Part II) or higher	3 or 4
OAS	101	Customer Service	1

**SEMESTER II (WINTER)**

AH	107	Medical Office Procedures I	3
AH	180	Pharmacology for Allied Health	3
ENG	111	English Composition I	3
OAS	141	Filing and Records Management	2
OAS	190	Employability Skills	1

**SEMESTER III (FALL)**

AH	108	Medical Office Procedures II	3
OAS	220	Beginning Medical Billing	2
OAS	221	Beginning Medical Coding	2
CAP	103	Macintosh Computers for the Beginner	1

**SEMESTER IV (WINTER)**

AH 285		Work-Based Learning—Medical Assistant I	4
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