

Allied Health

Medical Assisting Certificate

The Medical Assisting Certificate program is accredited by the Commission on Accreditation of Allied Health Education Programs upon the recommendation of the Medical Assisting Education Review Board (MAERB).

Course #	Course Title	Credits	Prerequisites	Semester Offered	Semester Taken	Grade Earned
Semester I (Spring)						
GIT110	Microcomputer Applications Software	3	ENL020, & ENL050 or satisfactory basic skills assessment score (GIT101, GIT102 or 30wpm)	Fall, Spring, Summer		
BIT103	Medical Terminology	3	ENL020 & ENL050 or satisfactory basic skills assessment score	Fall, Spring, Summer		
BIO105	Survey of Human Anatomy & Physiology*	4	(MAT020 or MAT025), ENL020, & ENL050 or satisfactory basic skills assessment scores	Fall, Spring, Summer		
Semester II (Fall)						
GIT105	Office Communication Systems	3	ENL020 & ENL050 or satisfactory basic skills assessment score	Fall, Spring		
PSY101	General Psychology	3	ENL020 & ENL050 or satisfactory basic skills assessment score	Fall, Spring, Summer		
MAC101	Fundamentals of Medical Assisting	3	BIT103 & BIO105	Fall		
Semester III (Spring)						
BIT203	Medical Office Procedures**	3	GIT110 & BIT103	Spring		
MAC204	Medical Assisting Clinical Procedures & Clinical Practicum**	7	A grade of C or higher in MAC101; Co-requisite: BIT203	Spring		
Total Credits		29				

Medical Assisting Certificate Admission Requirements

Admission into the Medical Assisting Certificate program requires that the applicant attend an information session. Students must also meet all health requirements (Immunization Requirements), the Medical Assisting Technical Standards, and pass a Criminal Offender Record Information (CORI) and Sex Offender Record Information (SORI) check. To remain in this program a student must maintain a 75% average in each required course, a satisfactory clinical evaluation, and adhere to the attendance policy.

Details of the Medical Assisting Certificate Technical Standards are available at www.capecod.edu/web/allied/medassist/technical-standards.

The Immunization Requirements are available at: www.capecod.edu/web/registrar/immunization.

Career Outlook

This occupational profile is provided by O*NET. www.onetonline.org/find/quick?s=medical+assisting

Gainful Employment

[The Gainful Employment Program Regulations](#) provide students with the information they need to make informed educational choices including total program costs, loan repayment rates, and career outlooks.

Overview

Students in the Medical Assisting certificate acquire a wide range of clinical, computer, communication, and organizational skills that prepare them for a multitude of positions in various medical environments. Medical Assistants are versatile, multifaceted professionals.

Program Outcomes

Upon completion of this certificate, entry-level Medical Assistants are able to:

- Demonstrate competence in both administrative and clinical skills.
- Apply the knowledge acquired in the program in both the administrative and clinical areas under supervision and direction of the physician.
- Practice the behaviors that reflect a professional and caring attitude.
- Display sensitivity to all patients.
- Describe the value of obtaining professional certification and continuing education.

Refer to the policy for the Criminal Offender Record Information (CORI) and Sex Offender Record Information (SORI) check. CORI/SORI checks may be required throughout the program.

*For those planning on pursuing other health careers, (BIO107 or BIO251) and (BIO108 or BIO252) are recommended.

**Must be taken concurrently.

Students enrolled in Medical Assisting are required to maintain current CPR certification at the level of Healthcare provider or professional rescuer in MAC101 and MAC203.

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