

# 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
<b>Semester I (Spring)</b>						
GIT110	Microcomputer Applications Software	3	GIT102 or equivalent, ENL020, & ENL050 or satisfactory basic skills assessment score	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, ENL020, & ENL050 or satisfactory basic skills assessment scores	Fall, Spring, Summer		
<b>Semester II (Fall)</b>						
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	ENL020, ENL050, & MAT020 or satisfactory basic skills assessment scores	Fall		
<b>Intersession (January)</b>						
HEA130	Standard First Aid & Basic Life Support	1	None	Fall, Spring		
<b>Semester III (Spring)</b>						
BIT203	Medical Office Procedures**	3	GIT110 & BIT103	Spring		
MAC203	Medical Assisting Clinical Procedures & Clinical Practicum**	6	BIT103, BIO105, & 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 the required courses, 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](http://www.capecod.edu/web/allied/medassist/technical-standards).

The Immunization Requirements are available at: [www.capecod.edu/web/registrar/immunization](http://www.capecod.edu/web/registrar/immunization).

### 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.

### Career Outlook

This occupational profile is provided by O\*NET.  
[www.onetonline.org/find/quick?s=medical+assisting](http://www.onetonline.org/find/quick?s=medical+assisting)

### 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.

\*For those planning on pursuing other health careers, BIO107 and BIO108 are recommended.

\*\*Must be taken concurrently.

\*\*\*If MAC101 is over-subscribed, preference will be given to accepted students who have successfully completed BIT103 & BIO105.