

Medical Office Assisting
CERTIFICATE OF ACHIEVEMENT (CoA)

REQUIRED CREDITS: 42

LIMITED ENTRY
DEGREE CODE: MOA-CT

This is a limited-entry program. Some of these courses are program prerequisites and MUST be completed before a student is considered eligible for entry into the Program. Students MUST attend a Health Programs orientation and meet with a Health Programs advisor for additional advisement.

DESCRIPTION

As a medical assistant, you will be a multi-skilled professional, dedicated to assisting in patient care management. You will be trained to perform administrative and clinical/laboratory duties and may manage emergency situations, facilities, and/or personnel. The clinical duties of medical assistants include preparing patients for examinations and treatments; taking vital signs and medical histories, sterilizing instruments; performing diagnostic tests and basic laboratory procedures; and assisting the physician with examinations and minor office surgery. Administrative duties include scheduling and receiving patients; obtaining patient data; establishing and maintaining confidential medical records; handling telephone calls, preparing correspondence and reports; purchasing supplies and maintaining equipment; and assuming responsibility for the daily office business.

The Medical Office Assisting program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of Curriculum Review Board of The American Association of Medical Office Assistants Endowment (CRB-AAMAE). Commission on Accreditation of Allied Health Education Programs, 1361 Park Street, Clearwater, FL 33756, (727) 210-2350.

STUDENT LEARNING OUTCOMES

- Demonstrate competencies necessary to challenge the Certification Examination (CMA).
- Demonstrate the skills and abilities necessary to find employment in the field or continue with their education in pursuit of a degree.
- Demonstrate entry level competencies as defined by the American Association of Medical Assistants.

PLEASE NOTE - The courses listed below may require a prerequisite or corequisite. Read course descriptions before registering for classes. All MATH and ENG courses numbered 01-99 must be completed before reaching 30 total college-level credits. No course under 100-level counts toward degree completion.

GENERAL EDUCATION REQUIREMENTS (3 CREDITS)

COMMUNICATIONS (3-5 credits)
 ENG 100 or 101 or 113

SPECIAL PROGRAM REQUIREMENTS (39 CREDITS)

CLS 130B	Laboratory Procedures for Medical Office Assistants	2
CLS 131B	Applied Laboratory Procedures for Medical Office Assistants	1
COT 127B	Microsoft Office for Offices	3
HIT 102B	Coding for Medical Offices	2
HIT 106B	Healthcare Reimbursement	2
HIT 118B	Language of Medicine	3
MOA 101B	Introduction to Medical Assisting	3
MOA 106B	The Body in Health and Disease I	3
MOA 107B	Medical Assistant Techniques	4
MOA 108B	The Body in Health and Disease II	3
MOA 110B	Clinical Assistant Techniques	4
MOA 120B	Medical Office Management	3
MOA 130B	Clinical Externship	3
MOA 131B	Externship Seminar	1
MOA 195B	Selected Topics in Medical Assisting	2

Computation included in MOA 107B, 110B, 120B
 Human Relations included in MOA 101B, 120B

See Degree Plan on next page.

- NOTE**
- Course numbers with the “B” suffix may be non-transferable for a NSHE baccalaureate degree.
 - Course numbers with the “H” suffix are designated Honors-level courses and can be used to fulfill equivalent general education requirements. For more information visit www.csn.edu/honors.
 - In no case, may one course be used to meet more than one requirement except for the Values and Diversity general education requirement (only AA, AS, and AB degrees) which may be used to fulfill the corresponding general education or emphasis requirement.
 - Students may elect to graduate using the degree requirements in effect at the time of matriculation, or when they declared or changed major or the current catalog. If a program is official after a student has matriculated, the student may choose the degree requirements of the new program. In no case may a student use a catalog which is more than six years old at the time of graduation.



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FULL-TIME STUDENT DEGREE PLAN

Plan can be modified to fit the needs of part-time students by adding more semesters.

FIRST SEMESTER	Credits
Complete Communication (see courses previous page)	3-5
COT 127B Microsoft Office for Offices	3
HIT 118B Language of Medicine	3
MOA 101B Introduction to Medical Assisting	3
TOTAL CREDITS	12-14

SECOND SEMESTER	Credits
MOA 106B The Body in Health and Disease I ¹	3
MOA 107B Medical Assistant Techniques ¹	4
MOA 108B The Body in Health and Disease II ¹	3
CLS 130B Laboratory Procedures for Medical Office Assistants ¹	2
CLS 131B Applied Laboratory Procedures for Medical Office Assistants ¹	1
TOTAL CREDITS	13

THIRD SEMESTER	Credits
HIT 102B Coding for Medical Offices ¹	2
HIT 106B Healthcare Reimbursement	2
MOA 110B Clinical Assistant Techniques ¹	4
MOA 120B Medical Office Management ¹	3
TOTAL CREDITS	11

FOURTH SEMESTER	Credits
MOA 130B Clinical Externship	3
MOA 131B Externship Seminar	1
MOA 195B Selected Topics in Medical Assisting	2
TOTAL CREDITS	6

DEGREE PLAN TOTAL CREDITS.....**42-44**

¹This course offered in the Spring and Fall only.

NOTE:

- This is a limited entry program and it is required that students complete all prerequisite courses before applying to the program.
- Qualified applicants must have a high school diploma or GED equivalent and a minimum cumulative GPA of 2.0 or better for program prerequisites.
- Prerequisites for the MOA program may be attempted three times. All attempts including withdrawals, audits and grades will be counted. The highest grade will be used for the GPA calculation.
- All MOA courses, with the exception of prerequisite courses, can only be taken once accepted into the MOA program, and then must be taken in the order indicated.

Upon successful completion of the MOA Program and graduation from CSN, graduates will be able to apply and sit for the CMA National Certificate Exam. Please note, courses only pertaining to the MOA Program do not transfer to most colleges/universities should the student wish to transfer to another institution

