

CERTIFICATE OF ACHIEVEMENT

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 - Graduates of this program will have the opportunity to:**

- 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.

**GENERAL EDUCATION REQUIREMENTS (3 Credits):**

	CR	SEMESTER
<b>COMMUNICATIONS:</b> ENG 100, 101, 113	3-5	_____

**SPECIAL PROGRAM REQUIREMENTS (39 Credits):**

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

Computation included in MOA 107B, 110B, 120B

Human Relations included in MOA 101B, 120B

**NOTE:** Courses with a B suffix (example - XYZ 123B) may be non-transferable for a NSHE baccalaureate degree.

MOA-CT

**42**  
Total Credits

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.

**Guided Pathway**  
**Certificate of Achievement – Medical Office Assisting (MOA)**  
**Total Credits 42**

<b>Prerequisites</b>		<b>Credit Hours</b>	<b>Term</b>
COT 127B	Computer	3	Spring/Summer/Fall
ENG 101	English	3	Spring/Summer/Fall
HIT 118B	Health Information	3	Spring/Summer/Fall
MOA 101	Medical Office Assisting	3	Spring/Summer/Fall
	<b>TOTAL</b>	<b>12</b>	
<b>First Semester</b>	<b>Requirement</b>	<b>Credit Hours</b>	<b>Term</b>
MOA 106B	Medical Office Assisting	3	Spring/Fall
MOA 107B	Medical Office Assisting	4	Spring /Fall
MOA 108B	Medical Office Assisting	3	Spring /Fall
CLS 130B	Clinical Laboratory	2	Spring/Fall
CLS 131B	Clinical Laboratory	1	Spring/ Fall
	<b>TOTAL</b>	<b>13</b>	
<b>Second Semester</b>	<b>Requirement</b>	<b>Credit Hours</b>	
HIT 102	Health Information	2	Spring /Fall
HIT 106	Health Information	2	Spring/Summer/Fall
MOA 110B	Medical Office Assisting	4	Spring /Fall
MOA 120B	Medical Office Assisting	3	Spring /Fall
	<b>TOTAL</b>	<b>11</b>	
<b>Third Semester</b>	<b>Requirement</b>	<b>Credit Hours</b>	
MOA 130B	Medical Office Assisting	3	Spring/Summer/Fall
MOA 131B	Medical Office Assisting	1	Spring/Summer/Fall
MOA 195B	Medical Office Assisting	2	Spring/Summer/Fall
	<b>TOTAL</b>	<b>6</b>	
	<b>Certificate Total</b>	<b>42</b>	

\*\* Note – This is a limited entry program and it is required that students complete all prerequisite courses before applying to the program.

\*\*Note-Qualified applicants must have a high school diploma or GED equivalent and a minimum cumulative GPA of 2.0 or better for program prerequisites.

\*\*Note-Prerequisite courses 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.

\*\* Note - All MOA courses, with the exception of prerequisite courses, can only be taken once accepted to the MOA program, 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.