



Medical Assistant Program

Fall 2021 (Day)
Spring 2022 (Day and Evening)

The demand for Certified and Registered Medical Assistants exists with excellent placement, salary and benefits. Century College's Medical Assistant Program prepares you to become a multi-skilled professional who assists in patient care management. The program will help you to develop the critical skills needed to perform clinical, laboratory and administrative duties in clinics, hospitals, urgent care facilities and other health care agencies. You will also participate in a non-paid clinical externship under the direct supervision of a physician. Upon graduation, you are eligible to take the National Certification Exam of the American Association of Medical Assistants (AAMA).

To be successful as a Medical Assistant you must like working with people, enjoy doing a variety of duties, be able to multi-task, work in a fast environment and have excellent verbal and written communication skills. Personal qualities needed to succeed include, but are not limited to: punctuality, dependability, organization and ability to work as a team member.

The Medical Assistant program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org), upon the recommendation of the Medical Assistant Education Review Board (MAERB).

Application

- a) Complete the Century College Application including the \$20 application fee (if you are a new student).
Please note: Applicants to the Medical Assisting program must be admitted into Century College to be eligible for admission to the Medical Assisting program. (www.century.edu/admissions) All applicants must be in good standing with Century College to be eligible to enroll in the program.
- b) Applicants are required to have an official final high school transcript or GED transcript on file with the college prior to the application deadline. Students who have graduated from a high school outside of the United States must have their transcripts submitted through WES-World Education Services (www.wes.org) prior to the application deadline.
- c) Complete the Century College Medical Assistant Program Application.
 - i) Log into this with your StarID@go.minnstate.edu and use your Star ID password
[Click Here to Apply](#) or you can cut and paste the application URL below into your browser.
https://forms.office.com/Pages/ResponsePage.aspx?id=xscRULQKq0ae9PrnSplaf7GW7_KQ5H1Pm0f-LFGXSQNUQ05GT0ZFSzFOU1ZHUVVM0V1dZQUtRTIczVCQIQCN0PWcu
- d) Complete the Course Placement Testing: see placement requirements.
- e) Meet all application requirements by the application deadline: see course requirements.
Please submit all required documentation prior to the application deadline.

Deadline for Application

Term	Priority Deadline	Deadline
Fall Semester 2021	May 1, 2021	June 1, 2021
Spring Semester 2022		August 1, 2021

All applicants should have all required courses completed prior to the application deadline to be considered for the program. We reserve the right to conditionally admit students based on coursework currently in-progress, including pre-requisites (as indicated on college transcripts) with the understanding the courses will be completed successfully by the start of the semester they are admitted. However, students that have all required courses completed prior to the deadline will be accepted into the program before those that have not completed all required courses. We reserve the right to extend the application deadline if we are unable to fill the class with fully-eligible applicants by the application deadline.

Once the class size limit has been reached, all other qualified applicants will be placed on an alternate list and asked to resubmit an application for the next available start.

Please be aware that this program has a limited enrollment. If accepted, you will be asked to return an acceptance agreement to reserve your place in the class. Applicants not submitting their acceptance agreement form before the deadline will forfeit their place in the program.

All applicants will be notified by email of their status in the program approximately 3 weeks after the application deadline. Your preferred email will be used and you must maintain a current email address with the Admissions department, via e-mail: medicalassistantapp@century.edu, failure to do so may result in forfeiture of your place in the class.

Complete the Century College Course Placement (if needed)

Students must meet College-Level Reading and English Course Placement. This can be achieved through a variety of methods. Please review the Testing Center website for up to date Course Placement information.

[Click Here to Visit the Testing Center](#)

or you can cut and paste the application URL below into your browser.

<https://www.century.edu/admissions/next-steps/testing-center>

Application course requirements

The following Century College courses or exact transfer equivalents must be successfully completed by the application deadline:

- BIOL 1024 Human Biology **or** BIOL 2031 and BIOL2032
 - HLTH 1001 Medical Terminology, with a grade of C or higher
 - CAPL 1010 Introduction to Software Applications, with a grade of C or higher
- or**
- CSCI 1020 Introduction to Personal Computers and Information Systems, with a grade of C or higher (Applicants for the **Day Program** may take CAPL or CSCI along with their first semester courses, although it is preferred to be completed in advance.)

The following courses or exact transfer equivalents should be completed as soon as possible, and must be completed prior to completion of MEDA 1002 and 1012:

- COMM 1031 Interpersonal Communication **or** COMM 1051 Intercultural Communication
- ENGL 1020 OR 1021 English Composition, with a grade of C or higher
- PSYC 1020 General Psychology **or** PSYC 1041 Developmental Psychology **or** PSYC 1030 Psychology of Adjustment

NOTE: Applicants to the Spring semester evening program should have completed all general courses to be eligible for selection. Contact program department if you have any questions.

Students must also have a 2.0 Minnesota Transfer Curriculum (MnTC) GPA to earn the Medical Assistant Diploma.

Applicants are required to have an official copy of their final high school transcripts or GED transcript on file with the college prior to the application deadline. Students who have graduated from a high school outside of the United States must have their transcripts submitted through WES-World Education Services (www.wes.org) prior to the application deadline.

Please see an advisor for assistance with requests or petitions.

Official transcripts from non-Minnesota State institutions must be mailed directly to Century College and postmarked by the deadline date. For information regarding transcripts please contact the DARS/Transfer Office at 651-779-3908 or transfer@century.edu

After admission: attend the program orientation

Attendance at the program's Student Orientation is mandatory for all students (new and returning) accepted into the Medical Assistant program. Failure to attend will result in your being dropped from the program roster and an alternate will be awarded your seat.

In the event you are admitted to the program, Century College will send a letter to inform you as to the date and time of the Medical Assisting program's New Student Orientation.

<u>General Education/MnTC Requirements:</u>	<u>13 credits</u>	<u>Career/Occupational Requirements</u>	<u>5 credits</u>
Goal 1 Communication:	7 credits		
_____ ENGL 1020 Composition I OR	4	_____ HLTH 1001 Medical Terminology	2
_____ ENGL 1021 Composition I	4		
Select one of these COMM courses	3	Select one of the following computer courses:	3
_____ COMM 1031 Interpersonal Communication (Goal 7)		_____ CAPL 1010 Intro to Software Applications OR	
_____ COMM 1051 Intercultural Communication (Goal 8)		_____ CSCI 1020 Intro to Personal Computers and Information Systems	
Goals 3 or 4 Sciences/Math/Logical Reasoning: 3 credits		(Applicants for the Day Program may take CAPL or CSCI along with their first semester courses, although it is preferred to be completed in advance.)	
_____ BIOL 1024 Human Biology*	3		
*Students may also use BIOL 2031 <i>and</i> BIOL 2032 to meet program (Recommended if pursuing Nursing)			
Goal 5 History/Social/Behavioral Sciences: 3/4 credits			
Select <u>one</u> of these PSYC courses			
_____ PSYC 1020 General Psychology	4		
_____ PSYC 1030 Psychology of Adjustment	3		
_____ PSYC 1041 Developmental Psychology	3*/4		
*PSYC 1041 was 3 credits until Spring 2014.			

NOTE 1: CPR certification at the Health Care Provider or Professional Rescuer Level (EMS 1010 or equivalent) must be completed prior to the completion of MEDA 1001 Lab Techniques 1.

NOTE 2: All General and Career/Occupational requirements must be completed prior to MEDA 1780 Clinical Externship.

Schedule of Medical Assistant Courses

Fall 2021 DAY Start:

<u>Fall Semester</u> (August-December)	<u>Spring Semester</u> (January-May)	<u>Summer Semester</u> (May-August)
MEDA 1001 – Lab Techniques I (5 cr) ** MEDA 1011 – Clinical Assisting I (5 cr) MEDA 1020 – Admin. Procedures (4 cr) + MEDA 1030 – Pharmacology for Medical Assistants (3 cr) + (may be completed during the spring)	MEDA 1002 – Lab Techniques II (5 cr) MEDA 1012 – Clinical Assisting II (5 cr)	MEDA 1780 – Clinical Externship (6 cr) (300 hours) All other program courses and general education courses must be completed prior to externship

+ If not previously completed

** CPR Certification (Health Care provider—American Heart Association or Professional Rescuer—American Red Cross) must be completed **prior** to the completion of MEDA 1001 Lab Techniques 1.

Spring 2022 DAY Start:

<u>Spring Semester</u> (January-May)	<u>Fall Semester</u> (August-December)	<u>Spring Session</u> (January-March)
MEDA 1001 – Lab Techniques I (5 cr) ** MEDA 1011 – Clinical Assisting I (5 cr) MEDA 1020 – Admin. Procedures (4 cr) + MEDA 1030 – Pharmacology for Medical Assistants (3 cr) + (may be completed during fall)	MEDA 1002 – Lab Techniques II (5 cr) MEDA 1012 – Clinical Assisting II (5 cr)	MEDA 1780 – Clinical Externship (6 cr) (300 hours) All other program courses and general education courses must be completed prior to externship

+ If not previously completed

** CPR Certification (Health Care provider—American Heart Association or Professional Rescuer—American Red Cross) must be completed **prior** to the completion of MEDA 1001 Lab Techniques 1.

Spring Evening 2022 Start:

<u>Spring Semester</u> (January-May)	<u>Summer Semester</u> (May-August)	<u>Fall Session</u> (August-December)
MEDA 1001 – Lab Techniques I (5 cr) ** MEDA 1011 – Clinical Assisting I (5 cr) MEDA 1020 – Admin. Procedures (4 cr) + MEDA 1030 – Pharmacology for Medical Assistants (3 cr) + (recommended to take prior to program start)	MEDA 1002 – Lab Techniques II (5 cr) MEDA 1012 – Clinical Assisting II (5 cr)	MEDA 1780 – Clinical Externship (6 cr) (300 hours) All other program courses and general education courses must be completed prior to externship

+ If not previously completed

** CPR Certification (Health Care provider—American Heart Association or Professional Rescuer—American Red Cross) must be completed **prior** to the completion of MEDA 1001 Lab Techniques 1.

Human Services Background Study

Minnesota Law requires any individual having contact with patients to complete a Human Services background study prior to starting the service learning project in MEDA 1011. An individual may be disqualified from having patient contact and would not be permitted to participate in the clinical externship. Contact the Minnesota Department of Human Services with any questions.

Social Security Notice:

Many colleges/universities, including Century College, use Social Security numbers for student identification purposes on student records. Providing your Social Security number is voluntary. If you do not provide this number, your application will still be processed. This data is requested for purposes of administration, program evaluation and consumer and alumni data. Your number also may be used to create summary information about system programs through data matches with other state agencies.

Data Privacy Notice:

The college is asking you to provide information that includes private and/or confidential information under state and federal law. You are not legally required to provide the information the college is requesting; however, the college may not be able to effectively process your application if you do not provide sufficient information. With some exceptions, unless you consent to further release of private information, access to this information will be limited to school officials, including faculty who have legitimate educational interests in the information. Under certain circumstances, federal and state laws authorize release of private information without your consent: (1) to other schools in which you seek to enroll, or are enrolled, if you are first notified of the release; (2) to federal, state and local officials for purposes of program compliance, audit or evaluation; (3) as appropriate in connection with your application for, or receipt of, financial aid; (4) to your parents, if your parents claim you as a dependent student for tax purposes; (5) if the information is sought with a subpoena, to an organization engaged educational research or accrediting agency. Minnesota State Colleges and Universities abide by the provision of Title IX and other federal and state laws forbidding discrimination on the bases of sex, race, color, national origin or handicap and all other state and federal laws regarding equal opportunity.

Immunization information:

Vaccination for Hepatitis B, MMR, Varicella, Tdap will be required prior to the start of MEDA 1012. A Mantoux Test is also required before clinical externship, specifics will be discussed at orientation. An annual Flu shot is also recommended and required at certain externship sites. Consult instructor regarding required tests or immunizations.

CPR requirement:

Students must be currently certified in CPR for the Health Care Provider-American Heart Association **or** Professional Rescuer—American Red Cross **prior** to the completion of MEDA 1001 Lab Techniques 1 in the Medical Assisting program.

Policy information:

A copy of the program's policy on hazardous materials, bloodborne and infectious diseases will be distributed at New Student Orientation. :

Application questions can be emailed to the Admissions Department at MedicalAssistantAPP@Century.edu