

Program Description

The Medical Assistant program is designed for career opportunities as a professional, multi-skilled person dedicated to assisting in patient care management. The medical assistant performs clinical, laboratory, and administrative skills in clinics, doctor offices, and other health care agencies. The clinical externship is under the direct supervision of a physician, and is a 300 hour unpaid experience. Graduates of the Medical Assistant program are eligible to take the Certification Exam of the American Association of Medical Assistants (AAMA). The Century College Medical Assistant Program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.com), 25400 US Highway 19 N., Suite 158, Clearwater, FL 33763, 727-210-2350, upon the recommendation of the Medical Assistant Education Review Board (MAERB).

Program Prerequisites

1. An official high school transcript verifying graduation or an official GED certificate.
2. Assessment score placement in RDNG 1000 or completion of RDNG 0900 or 0950 with a grade of *C* or higher.
3. Arithmetic assessment score of 64 or higher or elementary algebra assessment score of 76 or higher
 - OR assessment score/ACT score placement into MATH 0070 or above
 - OR completion of MATH 0030 or MATH 0060 with a grade of *C* or higher.
 - We strongly encourage students who score below 64 to meet with an advisor or counselor to discuss their review and course options PRIOR to Math assessment retesting or registering for a Math course. Contact the Advising, Counseling and Career Center at 651.779.3285, West 2410.
4. The following Century College courses or transfer equivalents must be completed by the application deadline:
 - BIOL 1024 Human Biology
 - HLTH 1001 Medical Terminology with a grade of *C* or higher.
 - CAPL 1010 Introduction to Software Applications **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).
5. The following additional courses or transfer equivalents should be completed as soon as possible for the **DAY** session application and must be completed prior to application for the **EVENING** session, (and must be completed prior to MEDA 1780 Clinical Externship):
 - COMM 1031 Interpersonal Communication **OR** COMM 1051 Intercultural Communication
 - ENGL 1021 English Composition
 - PSYC 1020 General Psychology **OR** PSYC 1041 Developmental Psychology **OR** PSYC 1030 Psychology of Adjustment
6. Developmental coursework indicated by assessment results must be completed prior to application to the Medical Assistant program.
7. Any Request for Exemption to Admission Requirements/Appeal Selection Decision petitions must be submitted to the Admissions Office prior to the application deadline. Please refer to the information and application booklet available in Admissions, Advising, Counseling & Career Center, and online for more information.

Special Instructions

Admission into this program requires special application and is highly competitive. The college may not be able to accept all applicants that meet the minimum admission standards.

This information is subject to change. Changes and updates are posted on century.edu

MEDA Medical Assistant Diploma
51 credits – DIP 5639

Program Requirement Grids

Application Deadlines: June 1 for Fall semester day section start and August 31 for Spring semester day & evening sections start.

MEDA 1020 and 1030 may be taken prior to starting the program. Prerequisites must be followed.

Clinical Externship for 300 (unpaid) hours will be in the final semester. All other courses must be completed prior to the Externship, MEDA 1780.

MN Human Services background study with no restrictions prior to MEDA 1011 is required.

MODEL COURSE SEQUENCE

Please note that this is a sample course sequence. Individual schedules will vary depending upon student needs, goals, and availability. Students are recommended to meet with their advisor or counselor to create an individualized plan that includes prerequisites and application requirements. For detailed program information see the Century College website. **This information is subject to change.**

Pre-Application Courses		
<i>Courses required prior to application to the Medical Assistant program</i>		
Course ID	Title	Credits
BIOL 1024	Human Biology	3
CAPL 1010 CSCI 1020	Introduction to Software Applications OR Introduction to Personal Computers and Information Systems	3
COMM 1031 COMM 1051	Interpersonal Communication OR Intercultural Communication	3
ENGL 1021	Composition I	4
HLTH 1001	Medical Terminology	2
PSYC 1020 PSYC 1030 PSYC 1041	General Psychology OR Psychology of Adjustment OR Developmental Psychology	3
Total		18

Semester 1		
Course ID	Title	Credits
MEDA 1001	Laboratory Techniques I	5
MEDA 1011	Clinical Assisting I	5
MEDA 1020	Administrative Procedures for Medical Assistants	4
Total		14

Semester 2		
Course ID	Title	Credits
MEDA 1002	Laboratory Techniques II	5
MEDA 1012	Clinical Assisting II	5
MEDA 1030	Pharmacology for Medical Assistants	3
Total		13

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Semester 3		
Course ID	Title	Credits
MEDA 1780	Clinical Externship	6
Total		6

PROGRAM REQUIREMENTS**Career/Occupational Requirements**

COURSE LIST		
Course ID	Title	Credits
CAPL 1010	Introduction to Software Applications OR	3
CSCI 1020	Introduction to Personal Computers and Information Systems	
HLTH 1001	Medical Terminology	2
MEDA 1001	Laboratory Techniques I	5
MEDA 1002	Laboratory Techniques II	5
MEDA 1011	Clinical Assisting I	5
MEDA 1012	Clinical Assisting II	5
MEDA 1020	Administrative Procedures for Medical Assistants	4
MEDA 1030	Pharmacology for Medical Assistants	3
MEDA 1780	Medical Assistant Clinical Externship	6
Total		38

Career/Occupational Elective Requirements

None

MnTC/General Education Requirements

COURSE LIST	Credits
Goal 1: Communication	7
ENGL 1021 (grade of C or higher required)	4
COMM 1031 or 1051	3
Goal 2: Critical Thinking	
Fulfilled when all MnTC goals for this degree are complete.	
Goal 3 and/or 4: Sciences/Math/Logical Reasoning	3
BIOL 1024	
Goal 5: History/Social/Behavioral Sciences	3
Select one	
PSYC 1020, 1030 (F 05 OR AFTER), or 1041	
Total	13

MnTC Elective Requirements

None

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Additional Elective Requirements

None

Additional Requirements

None

General Requirements for Degrees, Diplomas, and Certificates

See Century College Policy 3.17.0.1

Program Note

1. A grade of *C* or higher must be obtained in all career/occupational courses to earn a diploma in Medical Assisting at Century College.
2. MN Human Services background study with no restrictions prior to MEDA 1011. Students will complete a MN Human Services background study application during the MEDA orientation. The Minnesota Department of Health requires any individual having contact with patients to complete a background study prior to starting the clinical experience and/or service learning projects. An individual may be disqualified from having patient contact and would not be permitted to participate in the clinical experience and/or service learning project if a clearance is not issued. Call the MN Department of Human Services with specific questions, 651.431.2000.
3. CPR certification at the Health Care Provider or Professional Rescuer level (EMS 1010 or equivalent) is required by the end of their first semester in the program.
4. Refer to the Medical Assistant "Information and Application" packet online for information regarding the immunizations required prior to MEDA 1012.
5. Students must be able to perform physical tasks to complete course requirements.
6. Courses may have prerequisites or co-requisites. See college catalog or class schedule.
7. See website for the Medical Assistant Student Handbook.
8. Both day and evening session programs are offered.

Transfer, Articulation Agreements, and Partnerships

See the Century College website for information regarding transfer. This program is intended primarily for employment preparation rather than transfer to a four-year institution. Some courses may not transfer to a number of four-year colleges. If you are considering the possibility of transfer, you may wish to talk with your advisor, counselor, or program instructor before registering to discuss your goals, look at programs designed for transfer, and develop a plan.

Program Contact Information

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