

Medical Assisting Certificate

Program Mission

The mission of the Medical Assisting program is to prepare students for employment as medical assistants in physician's offices or clinics and to provide students opportunities to further their career in the medical assisting field.

Program Description

Medical Assistants assist physicians in private medical offices, clinics and in hospital outpatient clinics with patient care as well as with routine office laboratory and diagnostic tests. Graduates are eligible to take the Certified Medical Assistant (CMA) credential. Medical Assistants who successfully complete the Certification Examination are granted the "Certified Medical Assistant" (CMA) credential. The Guam Community College Medical Assisting Program is accredited by the Commission on Accreditation of Allied Health Programs upon the recommendation of the Curriculum Review Board of the American Association of Medical Assistants Endowment (AAMAE).

The Medical Assisting program prepares students for employment as medical assistants in physician's offices or clinics. The curriculum is designed to provide training in administrative and clinical settings. Instruction is given in basic medical office procedures (including appointment scheduling, billing and insurance), assisting with examinations, surgical and laboratory procedures (including venipuncture and pharmacology).

With the exception of enrollment in MS101 Introduction to Medical Assisting, admission to the Medical Assisting program is required before enrollment in any Medical Assisting technical requirement course. Admission to the Medical Assisting program includes:

Advisement from Allied Health faculty.

Completion of English and Mathematics Placement Tests with minimum scores or completion of English and mathematics development courses and attainment of passing scores.

Health Clearance, which includes physical immunization (PPD, Hep B, 1, 2, 3).

Prerequisites are listed for certain related technical requirement courses.

Note: Only courses that have a grade of "C" or better will be counted towards the certificate. Students must maintain a grade point average of 2.0 or better to continue in the program. If students earn any grade below a "C" in their medical assisting courses, they will not be able to continue the course sequence. Each class must be successfully passed in order to move on to upper level courses.

EN 110 - Freshman Composition

MA 110A Finite Mathematics

HL 150 - Study of Diseases

HL 190 - Anatomy and Physiology for Allied Health Professionals

Health clearance to include physical and immunizations- PPD, with the addition of a Hepatitis B vaccine or declination form.

Police and court clearance will be required for acceptance into Medical Assistant cohort.

Program Student Learning Outcomes (SLOs):

Upon successful completion of the Certificate in Medical Assisting program, students will be able to:

1. Display professionalism, including adherence to ethical and legal responsibilities, in performing administrative and clinical duties.
2. Meet national Standards for Medical Assistants in carrying out administrative duties in the clinic or physician's office.
3. Enter the health service field as certified medical assistants.

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Medical Assisting Course Breakdown		
General Education Requirements		
Course #	Course Name	Credits
EN 110	Freshman Composition	3
MA 110A	Finite Mathematics	3
HL 190	Introduction to Anatomy and Physiology for Allied Health Professionals	4
Technical Requirements		
Course #	Course Name	Credits
MS 101	Introduction to Medical Assisting	3
MS 120	Clinical Medical Assisting	2
MS 121	Clinical Medical Assistant: Laboratory	2
MS 125	Clinical Medical Assisting: Clinical	1
MS 140	Administrative Medical Assisting: Theory	2
MS 141	Administrative Medical Assisting: Laboratory	2
MS 145	Administrative Medical Assisting Clinical	1
MS 160	Introduction to Pharmacology	1
MS 161	Administration of Medications: Laboratory	1
MS 210	Medical Assisting Critique	1
MS 292	Medical Assisting Practicum	5
Related Technical Requirements		
Course #	Course Name	Credits
HL 120	Medical Terminology	2
HL 131	Basic Life Support for Health Care Providers	1
HL 150	Study of Diseases	3
MS 201	Medical Law and Ethics	2
Program Total		39