

Medical Assistant Certificate

SAMPLE PROGRAM SEQUENCE

	Semester Credits
FIRST SEMESTER	
MED1100 Clinical and Surgical Office Procedures	3
MED1120 Medical Office Administration	3
MED1130 Medical Emergencies and Electrocardiography	3
SCI1120 Human Biology	3
HEA2200 Medical Terminology.....	3

SECOND SEMESTER

MED1140 Specimen Collection and Procedures	3
MED1160 Principles of Pharmacology and Human Diseases.....	3
MED2280 Medical Assistant Capstone and Practicum	6
SOC2231 Human Relations	3

30 SEMESTER CREDITS
REQUIRED FOR GRADUATION

NOTE: In addition to meeting the immunization requirements of Berkeley College and the State of New Jersey, additional vaccinations such as a tetanus shot administered within the past 10 years and the Hepatitis B vaccination are recommended for students enrolled in the Medical Assistant program.

The minimum passing grade required for Medical (MED) courses is a C. Any grade below a C is a failing grade. In order to pass a MED course that consists of both didactic and clinical/laboratory portions, students must receive at least a C for the didactic portion of the course and a P for the clinical/laboratory portion. A failure in either the didactic or clinical/laboratory portion of a MED course will result in a failing grade for the entire course. Therefore, only a MED course in which students receive at least a C will satisfy the course requirements for the Medical Assistant program.

To qualify for graduation, students must pass all Medical (MED) courses with a minimum grade of C, as well as participate in a national credential examination accredited by the National Commission for Certifying Agencies (NCCA) such as the Certified Medical Assistant - CMA (AAMA), Registered Medical Assistant - RMA (AMT), or Certified Clinical Medical Assistant - CCMA (NHA). The American Association of Medical Assistants (AAMA) guidelines require students to meet certain criteria in order to participate in the CMA (AAMA) exam. A full explanation of these guidelines can be found on the AAMA website (<http://www.aama-ntl.org/cma-aama-exam/application-steps/eligibility>). Although certification is not required to work in most states, employers prefer to hire certified Medical Assistants.

This program also requires students to obtain specific supplies, the cost of which totals approximately \$670.00. Detailed, itemized information describing the required supplies and listing typical prices for each such item is available at BerkeleyStore. BerkeleyCollege.edu and/or BerkeleyCollege.edu/gainful-employment/medical_assistant_certificate_statistics_sem.htm.

Any required traditional textbooks and/or some required supplies are included as part of the charge for tuition and fees and will be distributed to students. Please note, however, that students have the right to obtain traditional textbooks, and/or certain required items, from other sources. Students who demonstrate that they have obtained required item(s) from another source may return the items distributed by the College and receive a refund of the amount charged by the College for the specific item.

Under certain circumstances the need to take developmental College Skills courses may lengthen the time required to complete the student's program, and may result in increased costs to a student.

Not all programs and courses are offered at all campuses. You may be required to take some courses at another campus or online.

For more information about Berkeley College graduation rates, the median debt of students who completed programs, and other important disclosures, please visit BerkeleyCollege.edu/gainful-employment/medical_assistant_certificate_statistics_sem.htm.