

MEDICAL ASSISTING
Vocational Certificate Major Code 5215

Program Description

The Medical Assisting Program is a 10-month vocational certificate program. The Broward College Medical Assisting Certificate Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), on recommendation of the Curriculum Review Board of the American Association of Medical Assistants Endowment (AAMAE).

**Commission on Accreditation of Allied Health
 Education Programs**
1361 Park Street
Clearwater, FL 33756
727-210-2350

Students are placed into practicums in physicians' offices throughout Broward County which offer maximum flexibility. The practicum course has been especially designed to meet the individual needs of the student, thus allowing for the development of specific skills within a chosen interest or specialty area. The role of the Medical Assistant within the physician's office is varied, demanding, and complex. Duties and responsibilities may encompass those skills of administrator, clinician, or technician. In many instances, the Medical Assistant functions in all three areas, while also serving as a public relations specialist.

Upon completion of this ten (10) month program the student will be eligible to write the national certification exam of the American Association of Medical Assistants to obtain the credential of Certified Medical Assistant (CMA-AAMA).

General Entrance Requirements

- HS Diploma or GED
- TABE‡

‡ The TABE test, or Test of Adult Basic Education, is used to demonstrate the level of basic education in English and Math require by the program. The TABE test must be (first) taken prior to the end of the sixth week of the program and student must successfully complete the TABE test in order to graduate. For more details, visit <https://www.broward.edu/testing/#tabe>.

Criteria for Admission into Medical Assisting Vocational Certificate:

Applicants must fulfill the requirements for admission to Health Science programs. Applicants are also required to demonstrate a typing proficiency of 35WPM with 5 errors or less on a 5 minutes time-writing typing test. For typing test information and to schedule an appointment please call the office of the program manager at 954-201-6906. Applicants meeting all admission criteria, except their typing skill, may receive a preliminary acceptance until proof of their typing skill is on file with the Medical Assisting Department.⁽¹⁾ All questions regarding admissions should be directed to the Health Science Admission Office at healthscience@broward.edu, 954-201-2058 or 2890.

Requirements for the Vocational Certificate in Medical Assisting:

Completion of 1204 clock hours, 6 college semester hours (96 contact hours), a grade point average of 2.0 or higher and obtain TABE Assessment scores at or above the state mandated grade level (for TABE test information please call the Central Campus Testing Center at 954-201-6982). No grade lower than "C" will be acceptable in ALL courses required for the Medical Assisting Certificate.

Note: To successfully progress through the Medical Assisting Program, students must achieve a grade of "C" or above in all didactic courses, an "S" (satisfactory) grade in all clinical and laboratory courses, maintain an overall degree GPA of at least 2.0.

Pre-requisite Courses:

HCP 0001	Health Careers Core Curriculum	75
HSC 0405	Basic Life Support	8
HSC 0591	HIV/AIDS	4
HSC 0691	Domestic Violence	2
HSC 0522	OSHA/TB	6
HSC 0692	Prevention of Medical Errors	2
HSC 0693	All Hazards Training	4
Total Clock Hours		101

Term I Session I

HSC 1531	Medical Terminology	3
Total Term Semester Hours		3

Term I Session I

MEA 0233	Anatomy and Physiology	48
*MEA 0334	Admin Office Procedures	64
*MEA 0334L	Admin. Office Proc Lab	48
MEA 0258	Radiology for Med Assist I	64
Total Term Clock Hours		224

Term I, Session II¹

*MEA 0255	Basic Lab Procedures I	48
*MEA 0255L	Basic Lab Procedures I Lab	48
Total Term Clock Hours		96

Term I Session IV

*MEA 0256	Basic Lab Procedures II	48
*MEA 0256L	Basic Lab Procedures II Lab	48
*MEA 0005	Intro to Medical Assisting	32
Total Term Clock Hours		128

Continued on next page

MEDICAL ASSISTING
Vocational Certificate Major Code 5215 (continued)

Term II, Session I

MEA 0204	Clinical Proc I	64
MEA 0204L	Clinical Proc I Lab	64
MEA 0259	Radiography for MA II	64
MEA 0259L	Radiography for MA II Lab	48
MEA 0242	Pharmacology for MA	64
MEA 0540	Electrocardiography for MA	37
MEA 0540L	Electrocardiography Lab	38
Total Term Clock Hours		379

Term II Session II

*MEA 0382	Law and Ethics	32
Total Semester Clock Hours		32

Term III Session II (2)*

MEA 0800	Practicum in Medical Assisting	206
MEA 0952	Seminar in Medical Assisting	38
Total Semester Clock Hours		244

**CGS 1060C	Computer and Internet Literacy	3
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Total Semester Credits		6
Total Clock Hours		1204
Total Program Clock Hours		1300

* Requires a pre- or co-requisite. Refer to the course descriptions found online at www.broward.edu.

**Students must fulfill the computer literacy general education requirements within the first 15 hours of BC credit by successfully completing the basic student technology test or pass the CGS1060C to earn the degree.

(1)Students must submit proof of typing 35 WPM to the Medical Assisting Department before the end of Term I. Failure to provide this documentation will prevent the student from continuing in the Program.

(2)Verification of CPR is required before graduating. CPR and First Aid will be taught by the Continuing Education Department.