



**2018-2019 PROGRAM REQUIREMENTS**  
**Degree: Technical Certificate**  
**Program of Study: Medical Office Assistant**

**About This Major . . .**

This program prepares individuals to perform routine clinical and administrative functions in health care facilities, primarily medical clinics or physician's offices. Students successfully completing this program will be able to perform the administrative tasks of a medical receptionist and work in the clinical areas by providing assistance with physical examinations, diagnostic tests and treatment procedures.

All students successfully completing the program are eligible to take the national certification examination offered by the American Medical Technologists, a national certifying agency, to become a Registered Medical Assistant.

For more information on what you can do with this major, go to <http://www.coloradomesa.edu/wccc/programs.html>

All CMU certificate graduates are expected to demonstrate proficiency in critical thinking, communication fluency, quantitative fluency, and specialized knowledge/applied learning. In addition to these campus-wide student learning outcomes, graduates of this major will be able to:

1. Locate, gather and organize evidence on an assigned topic. (Specialized Knowledge)
2. Use program-level mathematical concepts and methods to understand, analyze, and explain issues in quantitative terms. (Quantitative Fluency)
3. Make and defend claims in a well-organized, professional and/or oral presentation that is appropriate for a specific audience. (Communication Fluency)
4. Identify and gather the information/data relevant to the essential question, issue and/or problem and develop informed conclusions. (Critical Thinking)

**Advising Process and DegreeWorks**

This document is intended for informational purposes to help determine what courses and associated requirements are needed to earn a certificate. Some courses are critical to complete in specific semesters while others may be moved around. Meeting with an academic advisor is essential in planning courses and discussing the suggested course sequencing. It is ultimately the student's responsibility to understand and fulfill the requirements for her/his intended certificate.

DegreeWorks is an online degree audit tool available in MAVzone. It is the official record used by the Registrar's Office to evaluate progress towards a certificate and determine eligibility for graduation. Students are responsible for reviewing their DegreeWorks audit on a regular basis and should discuss questions or concerns with their advisor or academic department head. Discrepancies in requirements should be reported to the Registrar's Office.

**Graduation Process**

Students must complete the following in the first two months of the semester prior to completing their certificate requirements (for one semester certificates complete in the first week of class):

- Review their DegreeWorks audit and create a plan that outlines how unmet requirements will be met in the final semester.
- Meet with their advisor and modify their plan as needed. The advisor must approve the final plan.
- Submit the "Intent to Graduate" form to the Registrar's Office to officially declare the intended graduation date and commencement ceremony plans.
- Register for all needed courses and complete all requirements for each degree sought.

Submission deadlines and commencement details can be found at <http://www.coloradomesa.edu/registrar/graduation.html>.

If a student's petition for graduation is denied, it will be her/his responsibility to consult the Registrar's Office regarding next steps.

### **INSTITUTIONAL CERTIFICATE REQUIREMENTS**

The following institutional requirements apply to all CMU technical certificates. Specific programs may have different requirements that must be met in addition to institutional requirements.

- Consists of 5-59 semester hours.
- Primarily 100-200 level courses.
- At least fifty percent of the credit hours must be taken at CMU.
- 2.00 cumulative GPA or higher in all CMU coursework.
- A grade lower than “C” will not be counted toward meeting the requirements.
- A course may only be used to fulfill one requirement for each degree/certificate.
- Non-traditional credit, such as advanced placement, credit by examination, credit for prior learning, cooperative education and internships, cannot exceed twenty-five percent of the semester credit hours required for a technical certificate.
- Pre-collegiate courses (usually numbered below 100) cannot be used for graduation.
- Capstone exit assessment/projects (e.g., Major Field Achievement Test) requirements are identified under Program-Specific Certificate Requirements.
- The Catalog Year determines which program sheet and certificate requirements a student must fulfill in order to graduate. Visit with your advisor or academic department to determine which catalog year and program requirements you should follow.
- See “Requirements for Undergraduate Degrees and Certificates” in the catalog for a complete list of graduation requirements.

### **PROGRAM-SPECIFIC CERTIFICATE REQUIREMENTS**

- 37 semester hours for the Technical Certificate in Medical Office Assistant.

**TECHNICAL CERTIFICATE: MEDICAL OFFICE ASSISTANT REQUIREMENTS** (37 semester hours, must earn a grade of “C” or better in each course.)

- ☐ MOAP 110 - Medical Office Administration (4)
- ☐ MOAP 111 - Introduction to Medical Assisting (3)
- ☐ MOAP 130 - Medical Office Administration Insurance Billing and Coding (3)
- ☐ MOAP 133 - Basic Medical Sciences I (4)
- ☐ MOAP 135 - Basic Medical Sciences II (4)
- ☐ MOAP 136 - Introduction to Clinical Skills (2)
- ☐ MOAP 138 - Medical Assisting Laboratory Skills (4)
- ☐ MOAP 140 - Medical Assisting Clinical Skills (4)
- ☐ MOAP 150 - Pharmacology for Medical Assistants (3)
- ☐ MOAP 183 - Medical Assistant Internship (5)
- ☐ MOAP 189 - Review for Medical Assistant National Exam (1)

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#### SUGGESTED COURSE SEQUENCING

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**Freshman Year, Fall Semester: 13 credits**

- MOAP 110 - Medical Office Administration (4)
- MOAP 111 - Introduction to Medical Assisting (3)
- MOAP 133 - Basic Medical Sciences I (4)
- MOAP 136 - Introduction to Clinical Skills (2)

**Freshman Year, Spring Semester: 18 credits**

- MOAP 135 - Basic Medical Sciences II (4)
- MOAP 138 - Medical Office Assisting Laboratory Skills (4)
- MOAP 140 - Medical Assisting Clinical Skills (4)
- MOAP 150 - Pharmacology for Medical Assistants (3)
- MOAP 130 Medical Office Administration Insurance Billing and Coding (3)

**Freshman Year, Summer Session: 6 credits**

- MOAP 183 - Medical Assistant Internship (5)
  - MOAP 189 - Review for Medical Assistant National Exam (1)
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