

Certificate in Medical Assisting Office

Program Outcomes

Upon completion of this certificate, students will demonstrate competency in the office skills of an entry-level medical assistant; demonstrate professionalism through acceptable attitude, organization, time management skills, attire, and attendance; and demonstrate effective communication with patients, family, and the healthcare team.

Employment Opportunities or Additional Educational Options

With this certificate, students can apply for positions as medical assistants in the office side of a medical office or clinic.

To Learn More About This Program

Contact Shelley Todd at 269-783-2148 or stodd@swmich.edu.

Certificate Requirements

To earn this certificate, students must have an overall GPA of 2.0 or higher, fulfill the course requirements of the program listed below, and complete a minimum of 28 credit hours. Additionally, each general education course and prerequisite course must be completed with a minimum grade of "C."

Prerequisite Courses

All prerequisite courses must be satisfied prior to enrollment in the MEDA courses.

Prerequisite Courses

Course ID	Course	Credits
EDUC 120	Educational Exploration and Planning	1 credit
SPEE 104	Intro to Human Communication	3 credits
MATH 101	Introductory Algebra	4 credits
HEED 101	Medical Terminology	3 credits

Certificate Courses

Course ID	Course	Credits
HEED 137	Disease Overview	3 credits
ISYS 110	Intro to Computer Technology	3 credits
MEDA 220	Medical Office Administration	3 credits
MEDA 221	Insurance Claims Processing	3 credits
MEDA 250	Medical Assisting Administration Internship	3 credits
OADM 137	Keyboarding	1 credit
OADM 138	Formatting	2 credits
OADM 142	Intermediate Keyboarding	3 credits
PSYC 101	General Psychology	3 credits

Total Program Credits: 35

Additional Notes About the Certificate in Medical Assisting Office Program

- A prerequisite course may be needed prior to enrollment in some courses within this program. Specific prerequisite requirements are listed in the Course Description section in the Course Catalog.
- All prerequisites must be satisfied with final grades of "C" or better in each before enrolling in any MEDA courses.
- Courses taken out of sequence may delay a student's ability to complete the program in a timely manner. Please consult your advisor regularly.
- Each student should submit a graduation application at least one full semester before he/she plans to graduate.
- This program is subject to change. Students should consult with their advisor for program updates.