

About the Program

The Career Certificate (C.C.) in Medical Assisting prepares students for a career in the multi-skilled field of medical assisting which includes instruction in the performance of basic clerical/medical office duties and clinical skills.

Students will attain the knowledge and skills needed for such career options as Administrative and clinical assisting in primary and specialized medical facilities, Phlebotomy technician, and EKG technician.

Note: If you are considering employment in a state other than Florida, please visit <https://www.fscj.edu/academics/license-disclose> to determine if this program will meet the selected state's educational requirements to sit for licensure or certification testing.

This program requires **1300 contact/clock hours** that must be completed and documented. Students should also understand and accept the attendance requirements prior to enrolling in this career certificate program. This program has the option of day classes, lasting 12 months, or evening classes, lasting 14 months. This program **is eligible** for financial aid.

Program Requirements

This is a Limited Access program.

Students must follow the **application procedure** and fulfill the program requirements outlined in the current College Catalog.

The **application deadlines are listed on the program page:**
<https://www.fscj.edu/5648>.

Important for You to Know

Adult Basic Skills are a major criterion in students' completion of the program. For more information, please see an advisor.

This academic roadmap does not include career certificate graduation requirements.

See the College Catalog for information about required background and drug screening, as well as physical examination and immunization requirements.

This program is offered for full-time enrollment.

Related Career Pathways include the following: Dental assisting, Registered Nurse, Medical records and health information technicians, Occupational therapy assistants, Physical therapist assistants, Psychiatric technicians, Radiologic technologists, Respiratory therapists, Health Care Administrator, Medical and Clinical Laboratory Technologist.

Additional Information

⇒ **Program information**, including advisor contact details:
<https://www.fscj.edu/5648>.

⇒ **Career Certificate information**, including certificate admission requirements and graduation requirements:
<https://catalog.fscj.edu/academics/degree-certificate-programs/career-certificate-programs>.

⇒ **Program admission requirements and curriculum:**
<https://catalog.fscj.edu/programs/5648>.

Program Curriculum

Prior to enrolling in classes, students are strongly encouraged to **meet with an advisor** to develop an individual academic plan.

Course	Contact Hours
HSC 0003 - Basic Healthcare Worker	90
MEA 0002C - Introduction to Medical Assisting	250
MEA 0501C - Medical Office Procedures	75
MEA 0521C - Phlebotomist, MA	75
MEA 0543C - EKG Aide MA	75
MEA 0581C - Clinical Assisting	230
MEA 0530C - Pharmacology for Medical Assisting	90
MEA 0573C - Laboratory Procedures	125
MEA 0506C - Administrative Office Procedures	90
MEA 0942 - Practicum Experience	200