

Medical Assisting - Medical Office Administrative Procedures (MDA.MOA.CA)

A minimum cumulative 2.00 grade point average (GPA) overall is required for graduation.

Certificate of Achievement

Health Sciences

Highland Lakes Campus

This option is intended for individuals who desire entry-level employment in administrative medical assisting in a private practice, clinic, or other health care facility. Successful completion of this option will result in a Certificate of Achievement in Medical Office Administrative Procedures. Eligibility for this certificate is dependent upon the student achieving a "C" (2.0) or better in each of the required courses. The student may choose to continue and complete an Associate in Applied Science degree in Medical Assisting or a Certificate in Medical Assisting.

A mandatory Medical Assisting orientation (current within two years) is required of all students entering any Medical Assisting program. Additionally, a criminal history check will be conducted on all students prior to the start of the program, at the student's expense.

1. Conviction of a felony or conviction of any attempt to commit a felony within the 15 years immediately preceding the date of the criminal history check; or
2. Conviction of a misdemeanor within the 10 years immediately preceding the criminal history check, and/or a positive drug screen will preclude eligibility for admission.

For details contact (248) 942-3069 or refer to:

Medical Assisting - Medical Office Administrative Procedures program webpage (<https://www.oaklandcc.edu/health/medical-assisting/default.aspx>)

Full Time - Medical Assisting - Medical Office Administrative Procedures program plan example

Code	Title	Credit Hours
Requirements		
CIS 1050	Personal Computer Productivity Tools	4
MDA 1051	Medical Assisting-Administrative Procedures	4
MDA 1053	Medical Office Software Applications	1
MDA 1103	Medical Terminology	3
MDA 1350	Medical Law and Ethics	3
Total Credit Hours		15