



Coconino Community College

Medical Assistant Certificate Program

This certificate is designed to prepare students for entry-level positions as Medical Assistants in medical office businesses. The students will receive training in numerous areas, giving them an understanding of the varied responsibilities and skills necessary for employment. Students completing the certificate are eligible to take the American Medical Technologist (AMT) certification exam to become a Registered Medical Assistant (RMA).

The MA Certificate is two semesters long, and students can begin either in the Spring or the Fall. The first 10 weeks of each semester includes lecture/lab. The last 6 weeks of the first semester contains a course called "Medical Assisting Essentials", and the last 6 weeks of the second semester will be an externship at a local health facility. This externship is very time intensive, and students can expect to be at the facility Monday-Friday 9am-5pm for six weeks.

CCC's Medical Assistant Certificate Program consists of the following courses:

- ♦ **AHS 145-** Medical Assisting Essentials (4 credits)
- ♦ **AHS 146-** Medical Assistant A (10 credits)
- ♦ **AHS 147-** Medical Assistant A Skills (2 credits)
- ♦ **AHS 148-** Medical Assistant B (10 credits)
- ♦ **AHS 149-** Medical Assistant B Skills (2 credits)
- ♦ **AHS 290-** Medical Assisting Externship (4 credits)

Schedule

Non-CAVIAT students can expect the following schedule for both semesters:

Mondays & Wednesdays: Lab 2:00 pm – 5:00 pm

Tuesdays & Thursdays: Lecture 1:30 pm – 5:00 pm

Some Zoom meetings, some asynchronous coursework, and the last six weeks of the second semester's externship will be full time Monday-Friday 9am-5pm.

Registration

The Medical Assistant Program uses a waitlist, and students from the waitlist are contacted first in the order that they expressed interest before other new students are enrolled in the program. To be added to the waitlist, please contact the program specialist Seely Hauger at Seely.Hauger@coconino.edu.

Academic Requirements

Students are expected to have proficiency in English and Math to be successful in this course. Academic requirements will be met based on the instructor's discretion.

Immunizations and Other Records

You are not required to submit the following records for registration; however, they will be necessary when you undertake your externship at the respective facility. Please refrain from sending us these records, as the provided information is solely for your future reference and awareness of upcoming requirements once you are enrolled.

- Hep B, MMR, Varicella, Current Flu, Negative TB test, COVID, American Heart Association (AHA) Basic Life Support Training

Revised 5/14/2024 by SH

Applicable beginning Summer 2024

928-526-7640