

## Academic Advising

It is recommended that you receive academic advising in order to prepare for the Medical Assisting Program. Please contact the Counseling Office to schedule an advising appointment. It would be most beneficial to you if you would complete the following three steps prior to scheduling your advising appointment:

1. Submit an Application to MJC in person on either East or West Campus or online [www.mjc.edu](http://www.mjc.edu)
2. Take your Assessment Tests
3. If you attended another college, verify with the MJC Records Office that your transcripts are on file.

## Scholastic Requirements

Continuation in the Medical Assisting Program is dependent upon completion of all program required courses with a "C" (76%) grade or better. If a student receives less than a "C" in any required course, that course must be repeated with a "C" or better in order to complete the Medical Assisting Program and be eligible for the National Certification Examination.

## Selection Process

In the event there are more qualified applicants than space available in the program, a random selection process will be implemented to select the candidates.

## Policy for Denial of Certification

Beginning with the January 2001 administration of the Certification Examination, felons will not be eligible for the Certification examination unless the American Association of Medical Assistants (AAMA) Certifying Board grants a waiver based on one or more of the mitigating circumstances listed in the Disciplinary Standards. Any student, considering a career in medical assisting, who has a criminal record, is advised to contact the AAMA for advisement prior to entering the Medical Assisting Program.

**American Association of Medical Assistants**  
20 N. Wacker Drive, Suite 1575  
Chicago, IL 60606-2903  
1 (800) 228-2262  
[www.aama.ntl.org](http://www.aama.ntl.org)

## Accuracy/Changes

The Yosemite Community College District and Modesto Junior College have made every effort to determine that everything stated in this brochure is accurate.

Courses and programs are subject to change without notice by the administration of the Yosemite Community College District or Modesto Junior College for any reason at the discretion of the District and the College.

## College Offices

The following college offices may be of particular interest to you. The mailing address for all college offices is:

**435 College Avenue**  
**Modesto, CA. 95350**

### Admissions

(209) 575-6853  
East Campus, Student Center  
West Campus, Yosemite Hall 147

### Allied Health

(209) 575-6362  
West Campus, John Muir Hall 258-V  
**Shirley Buzbee, 575-6377**  
Medical Assisting Program Director

### Child Care

(209) 575-6398  
West Campus, John Muir Hall 157

### Counseling Center

(209) 575-6080 Call for an appointment.  
West Campus, Yosemite Hall 147  
East Campus, Morris Memorial 103

### Financial Aid

(209) 575-7700  
West Campus, Yosemite Hall 147

### Health Services

(209) 575-6360 (West) 575-6038 (East)  
East Campus, Morris Memorial 108  
West Campus, Yosemite Hall 114

### Records Office

(209) 575-6018  
East Campus, Morris Memorial 105

### Testing Center

(209) 575-7728  
West Campus, Yosemite Hall 142  
Enter through Yosemite 147

# Medical Assisting Program



**Modesto Junior College**  
**Allied Health**  
**435 College Avenue**  
**Modesto, CA. 95350**  
**[www.mjc.edu](http://www.mjc.edu)**

## Program Description

The Modesto Junior College Medical Assisting Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), on recommendation of the Curriculum Review Board of the American Association of Medical Assistants' Endowment (AAMAE).

Commission on Accreditation of  
Allied Health Education Programs  
35 East Wacker Drive, Suite 1970  
Chicago, IL 60601-2208  
(312) 553-9355

Medical Assisting students at Modesto Junior College (MJC) receive transferable college credit for coursework. Many of the program graduates further their education by obtaining an associate of science degree in medical assisting or nursing.

The Medical Assisting Program begins in the fall of each year. It is a full-time, eight-month certificate program offering training in administrative (front) and clinical (back) office procedures. The estimated program cost of \$2300 includes an \$26.00 per unit enrollment fee, as well as materials, health clearance, uniforms, books, and certification exam expenses. Program cost at MJC is very competitive with the cost of medical assisting programs offered by local trade schools. For information on financial aid, call (209) 575-7700. In addition to the reasonable cost of this program, MJC students have the added benefit of college credit and a comprehensive list of student services such as: Career Center, Child Care, Counseling Center, Disability Services, Financial Aid, Health Services, Learning Skills Center, Library, Placement Office, Scholarships, Student Activities and Government, Tutoring Center and Work Experience.

For additional program information please contact Shirley Buzbee, Director of the Medical Assisting Program at (209) 575-6377, or Allied Health at (209) 575-6362.

## Application Procedure

Steps 1-6 must be completed in order for you to be considered as a qualified applicant:

1. Graduate from high school or complete GED or equivalent.
2. Submit an application for admission to the Modesto Junior College Admission Office.
3. Verify that all transcripts (high school or equivalent and other colleges) are on file in the Records Office prior to the program application deadline. The Records Office will accept hand-carried transcripts in an envelope sealed with an official school seal.
4. Though no prerequisites are required for the Medical Assisting Program, students are strongly advised to complete the following courses prior to entering the program:

Anatomy and Physiology 50 ..... 3 units  
Psychology 51 **or** 101 ..... 3 units  
Speech Com. 100 **or** 102 **or** 130 ..... 3 units

5. Complete English, math and reading assessment requirements by the program application deadline. The following competencies are recommended for success in the Medical Assisting Program.

### Writing Competency

Eligibility for English 50 on the English Assessment Test **or** completion of English 49 with a minimum grade of "C".

### Math Competency

Eligibility for Math 70 on the Math Assessment Test **or** completion of Math 20 with a minimum grade of "C".

### Reading Competency

Completion of the Reading Assessment Test (**Accuplacer**) with a minimum score of 85 **or** Completion of Reading 184 with a minimum grade of "C" **or** Completion of a college degree from an accredited United States college.

6. Submit a Medical Assisting Program Application to Allied Health during the application period listed below:

**February 1st through April 15th**

Applications are available from the Allied Health office and website during the application period listed above. Please note, if the program is not full, applications will continue to be accepted through August 15th.

In Addition, **accepted applicants** must submit proof of:

7. Health Clearance:
  - A medical history and physical examination completed by a physician, physician's assistant, or nurse practitioner within 3 months prior to program start date. The physician must state that the applicant is free from communicable diseases and does not have any health conditions that would create a hazard to self, employees, or patients.
  - Documentation of required immunizations.
  - A negative PPD skin test must be obtained. If a positive reaction is obtained, or has previously been obtained, a chest x-ray must be taken unless medically contraindicated.
8. The Medical Assisting Program will offer a CPR course for all accepted applicants. Details regarding date, time, location and cost will be included in the acceptance letter. CPR certification must be from the American Heart Association; for the Healthcare Provider (infant, child, and adult); eligible for recertification; and current throughout the program.
9. Some externship sites require students to provide a criminal background check Certificate of Verification before they will be allowed to participate in the externship portion of the program.
10. Students participating in the externship experience will be required by the externship sites to pass a drug screen.

## Program Curriculum Certificate

### Required Medical Assisting Courses

Fall Semester	Units
MDAST 320.....	3.0
MDAST 321.....	3.0
MDAST 322.....	3.5
MDAST 323.....	3.0

### Spring Semester

MDAST 324.....	4.0
MDAST 325.....	3.0
MDAST 326.....	7.0

### Required Non-medical Assisting Courses

AP 50 (Fall).....	3.0
SPCOM 100 <b>or</b> 102 <b>or</b> 130 (Spring).....	3.0
PSYCH 51 <b>or</b> 101 (Fall).....	3.0

**Total Units for Certificate.....35.5**

### Additional A.S. Degree Graduation Requirements

Selected from the Approved Course List in the current MJC Catalog.

Activities.....	2.0
Guidance (1 course).....	5
Humanities.....	3.0
Language and Rationality (D.1).....	3.0

To earn an associate of science degree in medical assisting, students must complete the **MJC Associate Degree Requirements** in addition to the medical assisting certificate coursework. Consult with an advisor for selection of courses.

**Total Units for A.S. Degree.....60.0**

The Health Education requirement has been waived for all Allied Health certificate and degrees.