

MEDICAL ASSISTANT

Department Chair: Margaret Gas, 847.635.1833, mgas@oakton.edu

The Medical Assistant Certificate prepares students for careers in a medical office or ambulatory care setting. The medical assistant performs a variety of administrative and clinical skills to assist physicians or other health professionals. Students will learn skills in accordance with the standards and guidelines recommended by the Medical Assistant Education Review Board. Upon successful completion of the program, the graduate is eligible to take a national certification exam.

Admission Requirements:

1. High school graduation or High School Equivalency Certificate ¹.
2. Overall GPA of 2.0 or better.
3. Placement in EGL 090 or EGL 097 or higher
4. Placement in MAT 060 or higher
5. Limited Enrollment Health Career Reading Assessment test, taken at Oakton's Testing Center, with a minimum score of 250. Please contact a health career specialist for more information.
6. Foreign high school graduates or students with foreign college credits need to send English translated copies of their transcripts to Education Perspectives, www.edperspective.org/oakton. Students with foreign college credit should request a catalog match.

This is a limited enrollment program. For more information, contact the health career specialist at 847.635.1844.

¹ As of January 1, 2023, the High School Equivalency Certificate became the State of Illinois High School Diploma. High School Equivalency credentials received prior to that date remain valid.

Medical Assistant Certificate

24 Semester Credit Hours; Curriculum: 0329

Code	Title	Hours
Courses for a Certificate		
HIT 104	Medical Terminology	3
MAP 120	Basic Healthcare Skills for the Medical Assistant	6
MAP 180	Healthcare Office Procedures for the Medical Assistant	3
MAP 230	Clinical Skills for the Medical Assistant	6
MAP 260	Medical Assistant Practicum	4
MAP 262	Medical Assistant Seminar	2
Total Hours		24

Medical Assistant Certificate Pathway

The following pathway is recommended for students pursuing the Medical Assistant Certificate.

For more information on recommended courses or program specific advising, contact the Health Career Specialist at 847.635.1266 or the Division of Health Careers at 847.635.1684.

First Year

Semester One		Hours
HIT 104	Medical Terminology	3
MAP 120	Basic Healthcare Skills for the Medical Assistant	6
MAP 230	Clinical Skills for the Medical Assistant	6
Hours		15
Semester Two		
MAP 180	Healthcare Office Procedures for the Medical Assistant	3
MAP 260	Medical Assistant Practicum	4
MAP 262	Medical Assistant Seminar	2
Hours		9
Total Hours		24

Program Learning Outcomes

1. Demonstrate entry-level clinical and administrative skills based on the recommended standards and guidelines of the Medical Assistant Education Review Board (MAERB).
2. Practice legal and ethical standards within the scope of a medical assistant.
3. Model professionalism and cultural sensitivity when interacting with patients, staff and healthcare providers.
4. Apply principles of effective communication when interacting with patients, staff and healthcare providers.
5. Employ time management and prioritization skills in an ambulatory healthcare setting.
6. Compose electronic health record documents following legal guidelines and using appropriate terminology.
7. Utilize standards and best practices for office accounting and insurance billing in an ambulatory healthcare setting.
8. Be eligible to apply for and take a national certification exam.