

Certificate in Medical Assisting

Program Overview

Upon completion of this certificate, students will demonstrate competency in the administrative and clinical skills of an entry-level medical assistant.

To Learn More About This Program

Contact Shelley Todd at 269-783-2148 or stodd@swmich.edu.

Certificate Requirements

To earn this certificate, students must have an overall GPA of 2.0 or higher, fulfill the course requirements of the program listed below, and complete a minimum of 21 credit hours. Additionally, each prerequisite course and all MEDA courses must be completed with a minimum grade of C. Talk to an advisor for specific details.

Course Offerings

This program is part of MWTEC (Michigan Workforce Training and Education Collaboration). Students pursuing this Certificate in Medical Assisting will complete BIOL 110, SPEE 104, and HEED 101 at their "degree-granting" institution (see * below) and the other nine (9) courses through Southwestern Michigan College, the "provider" college. The nine courses offered through the provider college are all online through the Canvas Learning Management System (LMS) platform and are charged at a per credit hour rate established by MWTEC. This rate differs from the Southwestern Michigan College tuition rate. The three courses offered through the degree-granting institution are charged at the rate set by that institution and offered in the format available at that institution. For SMC students, that rate would be the set contact hour rate posted on the SMC website.

Certificate Courses

Course ID	Course	Credits
*BIOL 110	Human Biology	4 credits
*HEED 101	Medical Terminology	3 credits
HEED 137	Disease Overview	3 credits
HEED 175	Introduction to Electronic Health Records	3 credits
MEDA 210	MA Clinical Procedures	5 credits
MEDA 211	MA Pharmacology	3 credits
MEDA 212	MA Diagnostic and Lab Procedures	4 credits
MEDA 220	Medical Office Administration	3 credits
MEDA 221	Insurance Claims Processing	3 credits
MEDA 245	Medical Assisting Internship	4 credits
MEDA 251	Medical Assistant Seminar	1 credit
*SPEE 104	Intro to Human Communication	3 credits

Total Program Credits: 39

Additional Notes About the Certificate in Medical Assisting Program

- Three courses below are completed at the degree-granting institution. Nine courses are completed online through Southwestern Michigan College using Canvas LMS.
- A prerequisite course may be needed prior to enrollment in some courses within this program. Specific prerequisite requirements are listed in the Course Description section in the Course Catalog.
- All prerequisites must be satisfied with a final grade of C or better.
- This program (i.e., the 9 courses taught online) only begins in the Fall semester.
- This program is subject to change. Students should consult with their advisor for program updates.

Example Course Sequence

The following is a sample of a semester-by-semester approach to completing this program.

FALL SEMESTER

Courses	Credits	Prerequisites (Minimum Grade of C Required)
BIOL 110 Human Biology	4 credits	ENGL 115, ENGL 103W, ENGL 103, ENGL 104, or English test score (Level 2 or higher); concurrent enrollment in ENGL 115 allowed
HEED 101 Medical Terminology	3 credits	ENGL 115, ENGL 103W, ENGL 103, ENGL 104, or English test score (Level 2 or higher); concurrent enrollment in ENGL 115 allowed
MEDA 210 Clinical Procedures	5 credits	ENGL 115, ENGL 103W, ENGL 103, ENGL 104, or English test score (Level 2 or higher); concurrent enrollment in ENGL 115 allowed
SPEE 104 Intro to Human Communication	3 credits	ENGL 115, ENGL 103W, ENGL 103, ENGL 104, or English test score (Level 2 or higher); concurrent enrollment in ENGL 115 allowed

SPRING SEMESTER

Courses	Credits	Prerequisites (Minimum Grade of C Required)
HEED 175 Introduction to Electronic Health Records	3 credits	HEED 101; ENGL 115, ENGL 103W, ENGL 103, ENGL 104, or English test score (Level 2 or higher); concurrent enrollment in ENGL 115 allowed
MEDA 211 MA Pharmacology	3 credits	BIOL 110; HEED 101
MEDA 212 Diagnostic and Lab Procedures	4 credits	BIOL 110; HEED 101
MEDA 220 Medical Office Administration	3 credits	HEED 101
MEDA 221 Insurance Claims Processing	3 credits	HEED 101

SUMMER SEMESTER

Courses	Credits	Prerequisites (Minimum Grade of C Required)
HEED 137 Disease Overview	3 credits	HEED 101; ENGL 115, ENGL 103W, ENGL 103, ENGL 104, or English test score (Level 2 or higher); concurrent enrollment in ENGL 115 allowed
MEDA 245 Medical Assisting Internship	4 credits	MEDA 210; MEDA 211; MEDA 212; MEDA 220; MEDA 221
MEDA 251 Medical Assistant Seminar	1 credit	MEDA 210; MEDA 211; MEDA 212; MEDA 220; MEDA 221; MEDA 245 (concurrent enrollment in MEDA 245 allowed)