

# Medical Assisting - COP



2024-25

## Program map for Medical Assisting Certificate of Proficiency (COP)

Students develop knowledge and skills necessary for employment in clinical and administrative-support areas of medical clinics.

The Lower Columbia College Medical Assisting Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP). This assures the highest standards in a medical assisting curriculum and qualifies the successful graduate to sit for the national Certified Medical Assistant (CMA) exam administered by the American Association of Medical Assistants (AAMA).

### See also

- [Degree Requirements for Health Sciences and Wellness programs \( lowercolumbia.edu/programs/health \)](https://www.lowercolumbia.edu/programs/health/)
- [Course descriptions in LCC Catalog \( lowercolumbia.edu/publications/catalog/courses \)](https://www.lowercolumbia.edu/publications/catalog/courses/)
- [Distribution lists in LCC Catalog \( lowercolumbia.edu/publications/catalog/distribution-lists \)](https://www.lowercolumbia.edu/publications/catalog/distribution-lists/)

( [lowercolumbia.edu/program-maps/health/](https://www.lowercolumbia.edu/program-maps/health/) ) **Important:** Many course sequences only begin in fall quarter. Check with your program advisor.

## By Quarter Overview

### First Quarter

[Review Clinical Requirements for Medical Assisting \( lowercolumbia.edu/programs/health/medical-assisting/clinical-requirements \)](https://www.lowercolumbia.edu/programs/health/medical-assisting/clinical-requirements/)

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- BTEC 171: Medical Reception Procedures (3 credits)
    - ENGL 099\*
  - PSYC& 100: General Psychology (5 credits)
  - CS 110: Introduction to Microcomputer Applications (3 credits) OR BTEC 145: Introduction to Microsoft Word
    - Ability to use a keyboard\*
  - COLL 101: College Success (2 credits)

\*Pre- and/or co-requisite(s)

### Second Quarter

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- ENGL&101: English Composition I (5 credits)
  - *Placement or ENGL 099\**
- MEDA 101: Medical Vocabulary I (3 credits) OR BTEC 181: Medical Terminology 1 (3 credits)
- BTEC 172: Medical Office Procedures (3 credits)
  - *BTEC 171\**
- AH 114: Healthcare Communication Skills (2 credits) or PSYC& 200: Lifespan Psychology (5 credits)
  - *For AH 114: ENGL 099 or placement into ENGL& 101\**
  - *PSYC& 100 for PSYC& 200\**

*\*Pre- and/or co-requisite(s)*

### Third Quarter

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- MATH 105: Math for Health Sciences or any college level math course numbered 100 or above (5 credits)
  - *MATH 078/079 for MATH 105, but varies for other math courses\**
- BTEC 173: Computers in the Medical Office (3 credits)
  - *BTEC 172\**
- MEDA 102: Medical Vocabulary II (3 credits) OR BTEC 183: Medical Terminology II (3 credits)
  - *MEDA 101 OR BTEC 181\**

*\*Pre- and/or co-requisite(s)*

### Fourth Quarter

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- MEDA 120: Survey of Human Anatomy & Physiology (5 credits) or BIOL& 241: Human A & P and BIOL& 242: Human A & P 2 (10 credits for both)
  - *For MEDA 120: ENGL 099 or placement into ENGL& 101\**
  - *For BIOL& 241: BIOL& 160, BIOL& 260 or BIOL& 211 with a grade of C or above\**
  - *NOTE: BIOL&241 and 242 would be taken in seperate quarters*
- MEDA 161: Examining Room Procedures I (4 credits)
  - *Entry into MA Program; ENGL&101, AH114 or PSYC&200*

*\*Pre- and/or co-requisite(s)*

### Fifth Quarter

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- MEDA 122: Law & Ethics (3 credits)
  - *ENGL& 101 OR BUS 119\**
- MEDA 162: Examining Room Procedures II (4 credits)
  - *Current enrollment in MA Program; MEDA 161, MEDA 101 (or BTEC 181), MEDA 120 (or BIOL&241 and 242)\**
- HLTH 105 First Aid CPR and Bloodborne Pathogens (1 credit) or HLTH 100 Occupational Safety and Health (3 credits) (if needed)

*\*Pre- and/or co-requisite(s)*

### Sixth Quarter

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- MEDA 145: Medical Laboratory Techniques (6 credits)
  - *Current enrollment in MA program; MEDA 101 and 102 (or BTEC 181 and 182), MEDA 120 (or BIOL&241 and 242), MEDA 161, MEDA 162, HLTH 100 or 105 or BBP Certificate\**
- MEDA 165: Medications in Medical Assisting & Diseases (5 credits)
  - *Current enrollment in MA program; MEDA 101 and 102 (or BTEC 181 and 182), MEDA 120 (or BIOL&241 and 242), MEDA 161, MEDA 162, HLTH 100 or 105 or BBP Certificate\**

*\*Pre- and/or co-requisite(s)*

## Seventh Quarter

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- MEDA 190: Medical Assisting to Preceptorship (6 credits)
  - *Current enrollment in MA program; completion of previous MEDA courses and program requirements*
- MEDA 195: Medical Assisting Seminar (1 credit)
  - *Current enrollment in MA program; completion previous MEDA courses and program requirements; Co-req: MEDA 190*
- Elective (recommend MEDA 205): Certification Review for Medical Assisting (2 credits)

## Detailed Class Sequence

### 1. Medical Reception Procedures

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BTEC 171 (3 credits)

*Pre- and/or co-requisite(s): ENG 099*

### 2. College Success

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COLL 101 (2 credits)

### 3. Introduction to Microcomputer Applications

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CS 110 (3 credits)

*Pre- and/or co-requisite(s): Ability to use a keyboard*

### 4. General Psychology or Management of Human Relations

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PSYC&100 (5 credits) or BUS 144 (5 credits)

### 5. Health Communication Skills or Lifespan Psychology

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AH 114 (2 credits) or PSYC&200 (5 credits)

*Pre-and/or co-requisites(s) AH 114: ENGL 099 or placement into ENGL&101; PSYCH&100 for PSYCH&200*

### 6. Medical Office Procedures

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BTEC 172 (3 credits)

*Pre- and/or co-requisite(s): BTEC 171*

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## **7. English Composition I**

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ENGL&101 (5 credits)

*Pre- and/or co-requisite(s): Placement or ENGL 99*

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## **8. Medical Vocabulary I or Medical Terminology I**

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MEDA 101 (3 credits) or BTEC 181 (3 credits)

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## **9. Computers in the Medical Office**

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BTEC 173 (3 credits)

*Pre- and/or co-requisite(s): BTEC 172*

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## **10. Math for Health Sciences**

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MATH 105 or Any College Level Math (5 credits)

*Pre- and/or co-requisite(s): MATH 078/079 for MATH 105, but varies for other math courses*

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## **11. Medical Vocabulary II or Medical Terminology II**

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MEDA 102 (3 credits) or BTEC 182 (3 credits)

*Pre- and/or co-requisite(s): MEDA 101 OR BTEC 181*

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## **12. Survey of Anatomy & Physiology or Human Anatomy & Physiology I and Human Anatomy & Physiology II**

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MEDA 120 (5 credits) BIOL&241 and BIOL&242 (10 credits)

*Pre- and/or co-requisite(s): For MEDA 120: ENGL 099 or placement into ENGL& 101. For BIOL& 241: BIOL& 160, BIOL& 260 or BIOL& 211*

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## **13. Examining Room Procedures I**

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MEDA 161 (4 credits)

*Pre- and/or co-requisite(s): Entry into MA Program; ENGL&101, AH 114 or PSYC&200*

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## **14. First Aid CPR and Bloodborne Pathogens or Occupational Safety and Health (if needed)**

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HLTH 105 (1 credit) or HLTH 100 (3 credits)

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## **15. Law and Ethics for the Medical Office**

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MEDA 122 (3 credits)

Pre- and/or co-requisite(s): ENGL&101 OR BUS 119

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## 16. Examining Room Procedures II

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MEDA 162 (4 credits)

Pre- and/or co-requisite(s): Current enrollment in MA program; MEDA 161, MEDA 101, (or BTEC 181), MEDA 120 (or BIOL&241 and 242)

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## 17. Medical Laboratory Techniques

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MEDA 145 (6 credits)

Pre- and/or co-requisite(s): Current enrollment in MA program; MEDA 101 and 102 (or BTEC 181 and 182), MEDA 120 or (BIOL&241 and 242), MEDA 161, MEDA 162, HLTH 100 or 105 OR BBP CERTIFICATE

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## 18. Medications in Medical Assisting & Diseases

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MEDA 165 (5 credits)

Pre- and/or co-requisite(s): Current enrollment in MA program; MEDA 101 and 102 (or BTEC 181 and 182), MEDA 120 or (BIOL&241 and 242), MEDA 161, MEDA 162, HLTH 100 or 105 OR BBP CERTIFICATE

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## 19. Medical Assisting to Preceptorship

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MEDA 190 (6 credits)

Pre- and/or co-requisite(s): Current enrollment in MA program; completion of previous MEDA courses and program requirements

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## 20. Medical Assisting Seminar

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MEDA 195 (1 credit)

Pre- and/or co-requisite(s): Current enrollment in MA program; completion previous MEDA courses and program requirements; co-reg: MEDA 190

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## 21. Elective (recommend Certification Review for Medical Assisting)

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MEDA 205 (2 credits)



## **Program Maps for Health Sciences and Wellness ( [lowercolumbia.edu/program-maps/health](http://lowercolumbia.edu/program-maps/health) )**

- **Health and Fitness - AA-DTA (with Fitness Specialist Certificate) ( [lowercolumbia.edu/program-maps/health/AADTA-Health-and-Fitness](http://lowercolumbia.edu/program-maps/health/AADTA-Health-and-Fitness) )**
- **Medical Assisting - AAS ( [lowercolumbia.edu/program-maps/health/AAS-Medical-Assisting](http://lowercolumbia.edu/program-maps/health/AAS-Medical-Assisting) )**
- **Medical Assisting - AAS-T (BAS-OLTM option) ( [lowercolumbia.edu/program-maps/health/AAS-Medical-Assisting-BAS-OLTM-option](http://lowercolumbia.edu/program-maps/health/AAS-Medical-Assisting-BAS-OLTM-option) )**
- **Medical Assisting - COP ( [lowercolumbia.edu/program-maps/health/COP-Medical-Assisting](http://lowercolumbia.edu/program-maps/health/COP-Medical-Assisting) )**
- **Nursing - AN-DTA/MRP (LPN2RN Campus Based Opt-in Option) ( [lowercolumbia.edu/program-maps/health/ANDTAMRP-Nursing-LPN2RN-Campus-Based-Opt-in-Option](http://lowercolumbia.edu/program-maps/health/ANDTAMRP-Nursing-LPN2RN-Campus-Based-Opt-in-Option) )**
- **Nursing - AN-DTA/MRP ( [lowercolumbia.edu/program-maps/health/ANDTAMRP-Nursing](http://lowercolumbia.edu/program-maps/health/ANDTAMRP-Nursing) )**
- **Nursing - AN-DTA/MRP (LPN2RN eLearning Option) ( [lowercolumbia.edu/program-maps/health/ANDTAMRP-Nursing-LPN2RN-eLearning](http://lowercolumbia.edu/program-maps/health/ANDTAMRP-Nursing-LPN2RN-eLearning) )**
- **Nursing - Associate in Pre-Nursing APN-DTA/MRP ( [lowercolumbia.edu/program-maps/health/DTAMRP-Pre-Nursing](http://lowercolumbia.edu/program-maps/health/DTAMRP-Pre-Nursing) )**
- **Nursing Assistant - COC ( [lowercolumbia.edu/program-maps/health/COC-Nursing-Assistant](http://lowercolumbia.edu/program-maps/health/COC-Nursing-Assistant) )**
- **Pre-Dental Hygiene - AA ( [lowercolumbia.edu/program-maps/health/AA-Pre-Dental-Hygiene](http://lowercolumbia.edu/program-maps/health/AA-Pre-Dental-Hygiene) )**
- **Substance Use Disorder Studies - AA/DTA ( [lowercolumbia.edu/program-maps/health/AADTA-Substance-Use-Disorder-Studies](http://lowercolumbia.edu/program-maps/health/AADTA-Substance-Use-Disorder-Studies) )**
- **Substance Use Disorder Studies - AAS ( [lowercolumbia.edu/program-maps/health/AAS-Substance-Use-Disorder-Studies](http://lowercolumbia.edu/program-maps/health/AAS-Substance-Use-Disorder-Studies) )**
- **Substance Use Disorder Studies - AAS-T (BAS-OLTM option) ( [lowercolumbia.edu/program-maps/health/AAS-Substance-Use-Disorder-Studies-BAS-OLTM-option](http://lowercolumbia.edu/program-maps/health/AAS-Substance-Use-Disorder-Studies-BAS-OLTM-option) )**