

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



2025-26

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).

[View this program in the LCC Catalog \(lowercolumbia.edu/publications/catalog/programs/Health-COP-Medical-Assisting\)](https://lowercolumbia.edu/publications/catalog/programs/Health-COP-Medical-Assisting)

## See also

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

**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://lowercolumbia.edu/programs/health/medical-assisting#clinical-requirements)

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- BTEC 171: Medical Reception Procedures (3 credits)
  - PSYC& 100: General Psychology (5 credits) or BUS 144: Management of Human Relations:DIV (5 credits)

- CS 110: Introduction to Microcomputer Applications (3 credits) or BTEC 145: Introduction to Microsoft Word
- COLL 101: College Success (2 credits)

## Second Quarter

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- ENGL&101: English Composition I (5 credits)
  - *Placement or ENGL 99\**
- 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 99 or placement into ENGL& 101\**
  - *For PSYC& 200: PSYC& 100*

*\*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 78/79 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 182: 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 I and BIOL& 242: Human A & P II (10 credits)
  - *For MEDA 120: ENGL 99 or placement into ENGL& 101\**
  - *For BIOL& 241: BIOL& 160\*, BIOL& 260\* or BIOL& 222 with a grade of C or above\**
  - *NOTE: BIOL&241 and 242 would be taken in separate 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 for the Medical Office (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

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

## Seventh Quarter

- MEDA 190: Medical Assisting 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 of 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

BTEC 171 (3 credits)

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

### 2. College Success

COLL 101 (2 credits)

### 3. Introduction to Microcomputer Applications or Introduction to Microsoft Word

CS 110 (3 credits) or BTEC 145 (5 credits)

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

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## **4. General Psychology or Management of Human Relations: DIV**

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

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## **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 99 or placement into ENGL&101; PSYCH&100 for PSYCH&200*

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## **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 78/79 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: Survey of Anatomy and Physiology (5 credits) or BIOL&241: Human A&P I and BIOL&242: Human A&P II (10 credits)

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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 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-req: MEDA 190*

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

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MEDA 205 (2 credits)