

## PROGRAM PURPOSE

Medical assistants are multi-skilled health professionals specifically trained to work in a variety of healthcare settings, performing both clinical and administrative duties. NMCC offers a one-year certificate in medical assisting as well as an Associate of Applied Science degree. Students learn a range of clinical and administrative skills through both classroom instruction and hands-on experience.

To graduate from the program, students must complete a 165-hour externship at an approved ambulatory healthcare setting. During this externship, students apply the skills they have learned in the classroom and laboratory. Graduates of the program will be competent, entry-level medical assistants, capable of working in various healthcare settings.

## CAREER OPPORTUNITIES

Graduates of the medical assisting program will be competent medical assistants who secure employment in medical offices or ambulatory clinics. In the State of Maine, medical assistants work under the direction of healthcare providers.

Graduates of the program are eligible to sit for the Certified Medical Assistant (CMA) national certification exam administered by the American Association of Medical Assistants (AAMA).

This program equips you with essential skills. As a certified medical assistant, you'll play a crucial part in patient care, from taking vital signs and assisting with examinations to managing patient records and coordinating appointments. With a growing demand for healthcare professionals, this certificate opens doors to numerous job opportunities and career advancement.

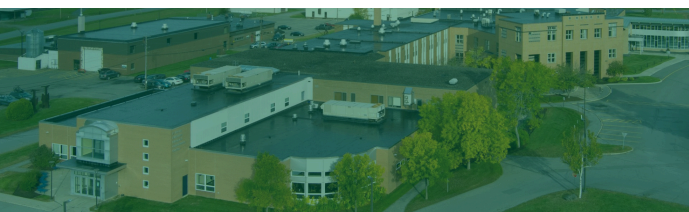


## APPLICATION PROCEDURE

*The following procedures constitute the admissions process:*

- 1 Submit an NMCC application.  
  
Submit official high school transcript and/or HiSET/GED scores (current senior's ranking period grades).
- 2
- 3 Official college transcripts for applicants who have attended other post-secondary schools.  
  
If SAT scores are not available, placement testing may be required.
- 4
- 5 Meet with Admissions Counselor.
- 6 A campus tour is highly recommended.

*Note: Criminal history record search will be completed by NMCC personnel. Prior criminal convictions may preclude program admission and licensure.*



## GET IN TOUCH

207-768-2785

www.nmcc.edu  
nmccadmissions@maineccc.edu

33 Edgemont Drive  
Presque Isle, ME 04769

## MEDICAL ASSISTING

2025-2026

### Associate in Applied Science Degree Program

First Semester			C	L	CR
>	ALH 220	Medical Terminology	3	0	3
>	BIO 201	Anatomy & Physiology with Lab I	3	2	4
>	MDA 110	Medical Assisting Office Procedures	3	0	3
>	MDA 112	Medical Assisting Procedures with Lab I	3	2	4
			12	4	14
Second Semester			C	L	CR
>	BIO 211	Anatomy & Physiology with Lab II	3	2	4
	ENG 111	English Composition	3	0	3
	MAT 116	Quantitative Reasoning (OR MAT 125)	3	0	3
>	MDA 125	Medical Insurance & Coding	3	0	3
>	MDA 213	Medical Assisting Procedures with Lab II	3	2	4
			15	4	17
Summer Semester			C	L	CR
>	MDA 223	Medical Assisting Externship	1	12	5
Third Semester			C	L	CR
	COM 212	Business Communications (OR COM 111)	3	0	3
>	MDA 224	Electronic Health Records	3	0	3
	PSY 101	General Psychology	3	0	3
		Humanities Elective	3	0	3
			12	0	12
Fourth Semester			C	L	CR
>	HIT 111	Medical Law & Ethics	3	0	3
>	HIT 115	Clinical Applications Pathophysiology & Pharmacology	3	0	3
	PSY 207	Developmental Psychology	3	0	3
		Humanities Elective	3	0	3
			12	0	12
<b>Total Required</b>			<b>60</b>		

> **Major courses; a minimum grade of "C" or 2.0 is required**  
*Key: C=Class hours; L=Laboratory; CR=Credit hours*

## MEDICAL ASSISTING

2025-2026

### Certificate Program

First Semester			C	L	CR
>	ALH 220	Medical Terminology	3	0	3
>	BIO 201	Anatomy & Physiology with Lab I	3	2	4
>	MDA 110	Medical Assisting Office Procedures	3	0	3
>	MDA 112	Medical Assisting Procedures with Lab I	3	2	4
			12	4	14
Second Semester			C	L	CR
>	BIO 211	Anatomy & Physiology with Lab II	3	2	4
	ENG 111	English Composition	3	0	3
	MAT 116	Quantitative Reasoning (OR MAT 125)	3	0	3
>	MDA 125	Medical Insurance & Coding	3	0	3
>	MDA 213	Medical Assisting Procedures with Lab II	3	2	4
			15	4	17
Summer Semester			C	L	CR
>	MDA 223	Medical Assisting Externship	1	12	5
<b>Total Required</b>			<b>36</b>		



The Medical Assisting Certificate Program  
 is accredited by the Commission on Accreditation of  
 Allied Health Education Programs ([www.caahep.org](http://www.caahep.org))  
 upon the recommendation of the Medical Assisting Education Review Board.

