

Medical Assisting Program Roadmap

Use this roadmap to guide your progress and keep you moving toward graduation.

- ☒ **Avoid surprises** – Meet with your advisor each term to monitor your progress and address concerns early.
- ☒ **Review course requirements** – Check course prerequisites, corequisites, and conditions before registering each term to ensure you meet all requirements and stay on track for graduation.
- ☒ **Stay eligible** – Maintain your GPA and complete required courses to remain in good standing.
- ☒ **Graduate on time** – Stay on schedule to avoid delays and excess credit hours that may not be covered by financial aid.

About the Program

Contact/Clock Hours: 900 hours that must be completed and documented. Students should understand and accept the attendance requirements prior to enrolling in this career certificate program. Prior to enrolling in classes, please meet with an advisor for specific guidance about your individual academic plan.

Related Career Pathways include the following: Dental assisting, Registered Nurse, Medical records and health information technicians, Occupational therapy assistants, Physical therapist assistants, Psychiatric technicians, Radiologic technologists, Respiratory therapists, Health Care Administrator, Medical and Clinical Laboratory Technologist.

Application Procedure

This is a Limited/Selective Access program. Admission to this program is limited and is based on academic performance and other criteria.

To meet the minimum requirements for consideration and acceptance to the Medical Assisting program, students must complete the following by the application deadline:

- ☐ Complete a Florida State College at Jacksonville application.
- ☐ Complete a Career Certificate Medical Assisting program application.
- ☐ Provide evidence of current CPR certification (adult, child and infant) achieved through an American Heart Association (AHA) approved Basic Life Support (BLS) course for Health Care Providers that includes hands-on simulated experiences. Find AHA-approved courses at bit.ly/AHA-cpr.
- ☐ Submit one of the following to student records:
 - ☐ An official (unopened) High School completion transcript (no diplomas); or
 - ☐ An official copy of GED® test scores (a copy will be made and the original returned to the applicant); or
 - ☐ College transcript (a minimum of 12 college credits must have been completed if using college GPA). Note: Florida State College at Jacksonville transcripts can be unofficial. Transcripts from outside colleges must be official (unopened).

Upon acceptance to the program, students must:

- ☐ Successful completion of the background and drug screening process will be required upon acceptance into the program.
- ☐ A physical examination will be required upon acceptance into the program. Practicum experience is a required part of the Medical Assistant program. In order to participate in a medical office-based practicum, a student will be expected to submit health history information (physical), proof of immunizations, and proof of immunity. To ensure employability in the widest possible manner, all students are required to submit drug screening and criminal background check results and a physical exam upon acceptance into the Medical Assisting program.

Application Deadline(s)

The application deadlines are available on the Medical Assisting webpage.

Sample Roadmap

A sample roadmap is not available for this program.

Prior to enrolling in classes, please meet with an advisor for specific guidance about your individual academic plan.

Minimum Grade Requirement(s)

- ☐ A minimum grade of C or higher must be achieved in all professional coursework.

Stay on Track

Meet the career certificate graduation requirements:

- ☐ Fulfill all academic requirements for the chosen program of study as outlined in the Florida State College at Jacksonville catalog and curriculum.
- ☐ Earn the required number of clock hours for the chosen program of study with a cumulative grade point average of 2.0 (C) on a 4.0 scale in all courses that apply to the chosen program of study.
- ☐ Complete a minimum of 25 percent of the total clock hours required for the certificate program as a student at Florida State College at Jacksonville.
- ☐ Fulfill all obligations, financial or otherwise, to the College before graduating.
- ☐ Meet or exceed the program's exit requirement(s), if applicable, or meet the criteria to earn a waiver.

More Information Online

Program Webpage: fscj.edu/program?pcode=5148

Program Catalog Page: catalog.fscj.edu/programs/5148