

About the Program

The Career Certificate (C.C.) in Medical Assisting prepares students for a career in the multi-skilled field of medical assisting which includes instruction in the performance of basic clerical/medical office duties and clinical skills. For more information about this program, visit fscj.edu/5648.

Note: If you are considering employment in a state other than Florida, please visit fscj.edu/academics/license-disclose to determine if this program will meet the selected state's educational requirements to sit for licensure or certification testing.

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.

This program has the option of day classes, lasting 12 months, or evening classes, lasting 14 months.

Program Requirements

This program is offered for full-time enrollment and requires **1300 contact/clock hours** that must be completed and documented. Students should also understand and accept the attendance requirements prior to enrolling in this career certificate program. This program is **eligible** for financial aid.

See the College Catalog for information about required background and drug screening, as well as physical examination and immunization requirements.

Adult Basic Skills

Adult Basic Skills are a major criterion in a student's completion of the program. In order to earn the Career Certificate, students must achieve or surpass the designated exit score(s) on an approved adult basic skills assessment or qualify for a waiver. Program exit scores are available on the Assessment and Certification website at fscj.edu/assessment-and-certification/available-assessments/tabe/tabe-certificate. Online resources and Academic Skills Building (ASB) coursework in Mathematics and Reasoning Through Language Arts are available for student who need assistance in order to meet the exit requirement(s).

Application Procedure

This is a Limited 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.
- ☐ Submit one of the following to student records:
 - a. An official (unopened) High School completion transcript (no diplomas); or
 - b. An official copy of GED® test scores (a copy will be made and the original returned to the applicant); or
 - c. 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.

Note: Admissions preference is given to fully qualified candidates who have met all entrance criteria, including the satisfaction of prerequisite courses. Should seats remain available in the program cohort, applicants who fulfill admissions criteria prior to the start of the program will be considered next.

Application Deadline

The **application deadlines** are listed on the program page: fscj.edu/5648.

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.

Catalog Year

This document is prepared for students with a **2025-26 College Catalog year**. Students who enter under the **2025-26 catalog** will be assigned to the degree or certificate requirements in effect during the 2025-26 academic year. The student's assigned catalog year will remain in effect as long as the student maintains continuous enrollment. Changes to requirements as mandated by law or by rule of the District Board of Trustees may supersede this provision.

To maintain continuous enrollment, a student must have registration for, and successful completion of, at least one course within a three-term period. After three consecutive terms of no enrollment, the student will be discontinued from the current program of study and will need to apply to FSCJ to reenter under the same program of study. Upon readmission, the student will be assigned to the current catalog of record in the chosen program.

Curriculum

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

Prior to enrolling in classes, students are strongly encouraged to **meet with an advisor** to develop an individual academic plan.

☐ HSC 0003 - Basic Healthcare Worker, Contact Hours: 90.	Grade Earned: _____
☐ MEA 0002C - Introduction to Medical Assisting, Contact Hours: 250.	Grade Earned: _____
☐ MEA 0501C - Medical Office Procedures, Contact Hours: 75.	Grade Earned: _____
☐ MEA 0506C - Administrative Office Procedures, Contact Hours: 90.	Grade Earned: _____
☐ MEA 0521C - Phlebotomist, MA, Contact Hours: 75.	Grade Earned: _____
☐ MEA 0530C - Pharmacology for Medical Assisting, Contact Hours: 90.	Grade Earned: _____
☐ MEA 0543C - EKG Aide MA, Contact Hours: 75.	Grade Earned: _____
☐ MEA 0573C - Laboratory Procedures, Contact Hours: 125.	Grade Earned: _____
☐ MEA 0581C - Clinical Assisting, Contact Hours: 230.	Grade Earned: _____
☐ MEA 0942 - Practicum Experience, Contact Hours: 200.	Grade Earned: _____

Course Requirements

Prerequisites, corequisites, and conditions for any course are subject to change. Students must meet the prerequisite and corequisite requirements of any course at the time the student attempts to register for that course. If you have questions about the prerequisites, corequisites, or conditions for a course, please contact any academic advisor.

Professional Courses

Complete all of the following courses.

HSC 0003 - Basic Healthcare Worker, Contact Hours: 90. [Prerequisite\(s\)](#): None. [Corequisite\(s\)](#): None. [Conditions](#): None.

MEA 0002C - Introduction to Medical Assisting, Contact Hours: 250. [Prerequisite\(s\)](#): None. [Corequisite\(s\)](#): None. [Conditions](#): None.

MEA 0501C - Medical Office Procedures, Contact Hours: 75. [Prerequisite\(s\)](#): None. [Corequisite\(s\)](#): None. [Conditions](#): None.

MEA 0506C - Administrative Office Procedures, Contact Hours: 90. [Prerequisite\(s\)](#): None. [Corequisite\(s\)](#): None. [Conditions](#): None.

MEA 0521C - Phlebotomist, MA, Contact Hours: 75. [Prerequisite\(s\)](#): None. [Corequisite\(s\)](#): None. [Conditions](#): None.

MEA 0530C - Pharmacology for Medical Assisting, Contact Hours: 90. [Prerequisite\(s\)](#): None. [Corequisite\(s\)](#): None. [Conditions](#): None.

MEA 0543C - EKG Aide MA, Contact Hours: 75. [Prerequisite\(s\)](#): None. [Corequisite\(s\)](#): None. [Conditions](#): None.

MEA 0573C - Laboratory Procedures, Contact Hours: 125. [Prerequisite\(s\)](#): None. [Corequisite\(s\)](#): None. [Conditions](#): None.

MEA 0581C - Clinical Assisting, Contact Hours: 230. [Prerequisite\(s\)](#): None. [Corequisite\(s\)](#): None. [Conditions](#): None.

MEA 0942 - Practicum Experience, Contact Hours: 200. [Prerequisite\(s\)](#): HSC 0003 and MEA 0002C and MEA 0501C and MEA 0521C and MEA 0543C and MEA 0581C and MEA 0530C and MEA 0573C and MEA 0506C. [Corequisite\(s\)](#): None. [Conditions](#): None.