Clackamas Community College
HEALTH SCIENCES

Medical Assistant Program

2027 Advising Guide

Start Date: Fall Term 2027

Clackamas Community College – Health Sciences Department
Harmony Campus, Harmony East 3rd Floor
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Medical Assistant Program - Clackamas Community College Harmony Campus, Milwaukie, OR

To be considered for formal program admittance, students must complete a series of prerequisite courses prior to the application closing. The Medical Assistant Program accepts 24 students per cohort and classes start in Fall at our Harmony Campus.

The purpose of the Advising Guide is to provide prospective students with the necessary information to make an informed decision prior to applying.

Admission to the program is based on a point-system. Meet with a Health Sciences Program Academic Advisor prior to completing the program application. They will assist you with building an academic plan and ensure you have met all the eligibility requirements prior to applying.

If you have questions regarding the information, dates and or process below, please contact healthsciences@clackamas.edu.

Application Deadlines and Dates

- Application Opens: March 1, 2027
- **Application Closes**: July 1, 2027
- **Notification of Application Status**: TBA
- Mandatory Orientation for Conditionally Accepted Students: TBA (Harmony Campus)

Program Eligibility and Requirements

Students formally accepted into the Medical Assistant Program must attend a mandatory orientation. During the orientation, students will start the process of completing all non-academic requirements. Please start collecting your vaccine records for the below list of immunizations and if accepted, be prepared to submit documentation during the orientation.

- High School Diploma or equivalent
- Immunizations (MMR, Varicella, Tdap, Hep B, COVID-19*, seasonal Flu*)
- Criminal Background Check
- Drug Screen
- Tuberculosis Blood test
- Training (BLS/CPR for Healthcare Providers through American Heart Association) **

Note: Criminal background check requires a social security number. Students will start the criminal background check process during the orientation and upload vaccine records and BLS/CPR card.

*COVID-19 and Seasonal Flu vaccines are recommended but not required.
**HP-100 BLS/CPR First Aid/Bloodborne Pathogens course meets this requirement.

Student Success with Online and Lab Courses

The Medical Assistant Program includes online components. The online courses require students to have strong computer skills (examples below):

- using Microsoft Word, Excel, and PowerPoint, and Google Docs
- saving and uploading documents
- using email, and avoiding phishing attempts
- attaching documents to emails
- navigating the Internet; recognizing credible, safe information
- searching for career and job information
- understanding the impact of your digital footprint

Although not required, we encourage students to prepare for online course navigation by completing the following free preparatory courses:

- ☐ Computer and digital literacy - https://libguides.clackamas.edu/northstar
- ☐ Moodle 101 – Information about Moodle can be found on the CCC website by searching "Moodle 101"

The face-to-face skills lab requires students to have the following abilities (examples below):

- Fine motor skills (ability to make movements using the small muscles in your hands or wrists)
- Tactile ability (sense of touch)
- Visual acuity (clearness of vision)
- Hearing ability (auscultate patient vitals, audible alarms, etc.)
- English language (ability to read, write and verbally relay information to patient and team)
- Professional behaviors (ability to show up on time, maintain boundaries and appropriate language, follow protocols, adapt to changing environment)

Prerequisite Courses (Must be taken by the **end of Spring Term 2027** with a "C" or better)

- ☐ HP-110 Medical Terminology
- ☐ BI-120 Intro to Human Anatomy & Physiology or BI-231, BI-232, & BI-233

Additional Courses (Prior to applying to the Medical Assistant Program, students must demonstrate writing and math competencies. Please reach out to an academic advisor for additional information. These courses can be met by P.A.S.S. placement assessment tests – please meet with an academic advisor prior to applying).

- ☐ MTH-050 Technical Math or placement into MTH-060 or higher
- ☐ WRD-098 Intro to College Reading & Writing or placement into WR-121Z

Application Point Breakdown

- **Essay 1** (see rubric) = **10 points possible**
- **Essay 2** (see rubric) = **10 points possible**
- MA-100 course (optional additional points) = **1 point possible**

  Note: The MA-100 course is not required; however, it provides prospective students with an opportunity to learn more about the roles and responsibilities related to direct patient care. Students who complete this course will be given 1 additional point towards their program application.
- CCC Phlebotomy Certification (optional additional points) = **1 point possible**

  Note: It is not necessary to complete the phlebotomy program prior to applying. Students will learn phlebotomy throughout the MA program; however, we provide 1 additional point for those who have earned their phlebotomy certificate and credential.
- CCC Healthcare Career Certification (optional additional points) = **3 points possible**

  Note: Completion of the Healthcare Careers Certificate demonstrates preparation for success in the Medical Assistant program. The certificate provides foundational knowledge in medical terminology, clinical communication and documentation, American Heart Association BLS/CPR certification, and an introduction to healthcare careers, helping students enter the program with skills that support academic achievement and clinical readiness.

Total possible points = 25

NOTE: Your scored essays combined with the additional possible points will be used to determine your score. If two applicants receive the same score, we'll use the date the application was submitted to break the tie.

APPLICATION PROCESS AND REQUIREMENTS

Step 1: Review all information provided on the website prior to applying.

Step 2: Program academic prerequisites and meet with an advisor

To be eligible for the program, students must meet the following academic requirements:

- HP-110 Medical Terminology
- BI-120 Intro to Human Anatomy & Physiology or BI-231 BI-232 & BI-233
- WRD-098 Intro to College Read & Write – or – Placement into WR-121Z
- MTH-050 Technical Math – or Placement into MTH-060

Note: If you have taken pre-requisite courses at another institution, you will be asked to upload your unofficial transcripts in the program application. If you need assistance with course placement assessment (e.g., MTH or WR) or have general questions regarding the program, please schedule an appointment with the admissions team at welcome@clackamas.edu or advising team at advising@clackamas.edu

Step 3: Submit program application.

- You will answer two essay questions (see Advising Guide for question and rubric).
- You will need to submit the "Vaccine Attestation Form" in this application. Your application will not be considered for review without the Vaccine Attestation Form.
- If you need assistance in locating your vaccine records, and you received vaccines in Oregon, please connect with the Oregon State Immunization Registry (see webpage for details) system. They can provide you with copies of any records they have on file.
- The application link will be available on the program webpage.
- Please review the application deadlines listed on page 3 of this Advising Guide.

Step 4: Collect your vaccine records.

If accepted, you will bring your vaccine records to the mandatory orientation. Students who do not have proof of immunization at the time of orientation may be asked to reapply for the next cohort.

MEDICAL ASSISTANT PROGRAM APPLICATION ESSAYS

The Medical Assisting application requires prospective students to answer two essay questions. The applications are “de-identified” prior to reviewing and scoring essays to reduce bias.

Please ensure that your application essays are written independently in your own words. Essays generated by AI tools or copied from other sources will not be accepted as they do not reflect your authentic experiences or readiness for the Medical Assistant Program. Prior to submitting your essays, we recommend you utilize the free Grammarly online software to check your spelling and grammar.

Essay 1: (250 words or less) Having strong essential skills is imperative in health care today. We see some of these skills as teamwork, empathy, flexibility, time management, or creative thinking. They all help us serve our patient population. Choose one of the above essential skills and share how you believe this will help you be successful in this program. Include how you have developed this skill and an example of how you currently use this skill in your daily life.

Note: We are asking this question because we want to know how you would incorporate one of these skills in the MA program.

CRITERION	RESPONSE EXCEEDS EXPECTATIONS (5 POINTS)	RESPONSE MEETS EXPECTATIONS (4 POINTS)	RESPONSE INDICATES AN OPPORTUNITY FOR GROWTH AND REFLECTION (3 POINTS)
The candidate chose one essential skill and shared how this would help them be successful in the MA program.	Response provides a clear and detailed statement about the candidate's skills for completing the MA program.	Response provides a clear statement of the candidate's goals for completing the MA program.	Response shows an opportunity for the candidate to reflect more on how they would use an essential skill to be successful in the program.
The candidate included how to develop the essential skill and how they used the skill in their daily life.	Response provides a clear and detailed statement about how they have developed essential skills and how they used them in their daily life.	Response provides a clear statement about how they have developed essential skills and how they used them in their daily life.	Response shows an opportunity for the candidate to reflect more on how they have developed essential skills and how they used them in their daily life.

Essay 2: (250 words or less) The admissions team would like to know more about what makes you a well-rounded applicant. Share what experiences led you to the medical field and medical assisting specifically. Share with us what makes you a unique and strong candidate for this program.

Note: We are asking this question because we recognize that candidates have additional skills and experiences, they have gained that make them a strong candidate.

CRITERION	RESPONSE EXCEEDS EXPECTATIONS (5 POINTS)	RESPONSE MEETS EXPECTATIONS (4 POINTS)	RESPONSE INDICATES AN OPPORTUNITY FOR GROWTH AND REFLECTION (3 POINTS)
The candidate describes what experiences lead you to the medical field and medical assisting specifically.	Response provides a clear and detailed statement about what experiences lead you to the medical field and medical assisting specifically.	Response provides a clear statement about what experiences lead you to the medical field and medical assisting specifically.	Response shows an opportunity for the candidate to reflect more on what experiences lead you to the medical field and medical assisting specifically.
The candidate describes what makes you a unique and strong candidate for this program.	Response provides a clear and detailed statement about what makes them a unique and strong candidate for this program.	Response provides a clear statement about what makes them a unique and strong candidate for this program.	Response shows an opportunity for the candidate to reflect more about what makes them a unique and strong candidate for this program.

MEDICAL ASSISTANT ESSENTIAL FUNCTIONS

To be successful in the Medical Assisting program and become employable, the student must be able to perform essential functions expected of the MA (see list below). Please contact the MA program regarding questions or concerns about these requirements. Students must have the physical, intellectual and emotional abilities to provide safe patient care; visual acuity, hearing, speech, manual dexterity, physical strength, and endurance must be maintained as well. The practice of medical assisting requires the following functional abilities with or without reasonable accommodation:

Essential Function	Example
Visual acuity (clearness of vision)	With or without corrective lenses sufficient to assess patients and their own environments. Detect changes in skin color or condition; collect data from recording equipment and measurement devices used in patient care; detect a fire in a patient area and initiate emergency action; reading and following instructions pertaining to medical assisting materials; ability to perform procedures involving fine detail, including the use of indirect field of vision.
Hearing ability	With or without hearing aids to hear a patient's call for help, to auscultate a patient's vital signs, and their own environment. Detect sounds related to bodily functions using a stethoscope; detect audible alarms within the frequency and volume ranges of sounds generated by mechanical systems that monitor bodily functions; hear clearly during telephone conversations; effectively hear to communicate with patients and other healthcare team members.
Olfactory ability (smells)	Detect smoke from burning materials; detect odors from hazardous material spills.
Tactile ability (sense of touch)	Read and record patient vital signs; detect unsafe temperature levels in heat-producing devices used in patient care; perform patient care procedures; detect anatomical abnormalities.
Strength and Mobility	Ability to lift 25lbs; prolonged time sitting and/or standing on feet (8-12 hours); repetitive bending and twisting.
Ability to speak, comprehend, read, and write in English	Able to question the patient about his/her condition; accurately relay information about the patient both verbally and in written communication to others.
Fine motor skills (ability to make movements using the small muscles in your hands or wrists)	Demonstrate eye/hand coordination; safely dispose of needles in sharps containers; safely perform venipuncture and intramuscular, subcutaneous, and intradermal injections.
Emotional stability (function effectively under stressful situations)	Ability to adapt to changing situations and to follow through on assigned patient care responsibilities.
Cognitive ability (reasoning and/or thinking)	Ability to collect, analyze, and apply information. Ability to make clinical judgments and manage decisions that promote positive patient outcomes.

ADA Accommodations: The Americans with Disabilities Act of 1991 (ADA) mandates that reasonable accommodations must be made for individuals with disabilities. Any student who may need an accommodation for a disability should make an appointment with the Program Director and the Disability Resource Center.

PROGRAM COST BREAKDOWN

2026-27 Academic Year Tuition Rate

- Tuition Rate: $136 per credit hour
- General and Technical Fee: $14 per credit hour
- College Service Fee: $40 per term

Course #	Course Title	Credits	Tuition & Fees	Course Fees*	Total Cost
				FA Service Fee	$40.00
MA-150	Medical Office Practices	4	$600.00	$152.00	$752.00
MA-152	Examination Room Techniques I	3	$450.00	$25.00	$475.00
MA-152L	Examination Room Techniques I Lab	1	$150.00	$100.00	$250.00
MA-154	Body Systems and Pharmacology	4	$600.00	$40.00	$640.00
MA-158	Seminar I	2	$300.00	$0	$300.00
				Total for Fall:	$2457.00
				WI Service Fee	$40.00
MA-156	Phlebotomy I	1	$150.00	$0	$150.00
MA-156L	Phlebotomy I Lab	1	$150.00	$100.00	$250.00
MA-160	Insurance & Health Info Management	3	$450.00	$55.00	$505.00
MA-162	Examination Room Techniques II	3	$450.00	$145.00	$595.00
MA-162L	Examination Room Techniques Lab II	1	$150.00	$160.00	$310.00
MA-164	Clinical Lab Procedures I	1	$150.00	$40.00	$190.00
MA-164L	Clinical Lab Procedures I Lab	1	$150.00	$170.00	$320.00
MA-168	Seminar II	2	$300.00	$0	$300
				Total for Winter:	$2660.00
				SP Service Fee	$40.00
MA-166	Phlebotomy II	1	$150.00	$250.00	$400.00
MA-166L	Phlebotomy II Lab	1	$150.00	$94.00	$244.00
MA-174	Clinical Lab Procedures II	1	$150.00	$50.00	$200.00
MA-174L	Clinical Lab Procedures II Lab	1	$150.00	$0	$150.00
MA-188	Certification Exam Review	2	$300.00	$125.00	$425.00
MA-178	Medical Assistant Practicum	7	$1050.00	$50.00	$1100.00
				Total for Spring:	$2559.00

Total Tuition and Fees: $7,676.0

*Course fees cover the following items: background check, drug screening, HIPAA and OSHA certification and exams, lab supplies, clinical placement, stethoscope, charting system, AAMA credentialing exam etc.

Program Contacts

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