

GUIDED PATHWAY

The following sequence is the suggested pathway to complete the certificate in one year². This sequence is based on satisfaction of all basic skills requirements and prerequisites and presumes a fall start date. An individual's program may vary depending on transfer institution, career objectives, or individual needs. See your academic advisor for other options and to monitor your progress.

Program Name: Medical Assistant Certificate

Program Learning Outcomes (SLOs):

1. Demonstrate competent psychomotor and affective domain performance of administrative and clinical skills within the Medical Assistant scope of practice. (1, 2, 3, 4, 5, 6)
2. Apply technological methods to retrieve, process, and communicate information. (2, 3, 5, 6)
3. Apply critical thinking skills in performing patient assessment and care. (2, 3, 5, 6)
4. Conduct oneself to the professional standards in the healthcare setting. (1, 2, 3, 4, 5, 6)
5. Recognize and appreciate diversity, historical viewpoints, and the global perspective. (1, 2, 4)
6. Employ effective positive communication techniques in interacting appropriately with peers, patients, their support persons, and members of the health care delivery system. (2, 4, 5, 6)
7. Participate as a member of the healthcare team by providing support and working in close harmony with other healthcare team members. (1, 2, 3, 4, 5, 6)

Program prerequisite(s):

Courses – Asterisk (*) indicates required program courses	AGEC course?	Terms**	Credits
HES 113 Medical Terminology*		F, SP, SU	3
HES 129 or BIO 160*		F, SP, SU	3 or 4
COM 121 Interpersonal Communications		F,SP,SU	3

Fall

MEA 100 Medical Law & Ethics*		F, SP, SU	3
MEA 110 Administrative Medical Assisting*		F	3
MEA 256 Medical Assisting Clinical Procedures I*		F	3
MEA 205 Pathophysiology*		F	3

Spring

MEA 116 Electronic Medical Records*		SP	3
HES 128 Pharmacology*		SP	3
MEA 249 Medical Assisting Lab Procedures*		SP	3
MEA 257 Medical Assisting Clinical Procedures II*		SP	3

Summer

MEA 258 Medical Assisting Externship (Practicum)*		SU	4
MEA 260 Medical Assisting Capstone*		SU	3

Key:

SP= Spring F= Fall SU= Summer

1. Aesthetic Sensibilities: An awareness of creative expression in the world around us.
2. Communication Skills: The ability to effectively convey meaning through various media on both personal and professional levels.
3. Critical Thinking Skills and Problem-Solving: The ability to analyze data and arrive at logical and defensible conclusions.
4. Cultural Diversity and Global Awareness: An appreciation of relationships and differences in values, customs, and norms of diverse global communities.
5. Techniques of Inquiry: Use of standardized methodological framework to collect, analyze, interpret, and present findings.
6. Technological Competency: A proficiency in evolving technology to compete and flourish in society.

Total credits

40 or 41

Options:

**terms not guaranteed