

MEDICAL ASSISTANT, CERTIFICATE OF COMPLETION

The Certificate of Completion Medical Assistant prepares students to perform initial clerical and administrative duties in medical, clinical, hospitals, or health care facilities. The graduate will be prepared to schedule and receive patients, obtain patient data, receive payment, maintain medical records, data processing, perform general office skills, office equipment operation, and assume general medical office responsibilities. The student will demonstrate effective communication skills in dealing with patients, medical personnel and peers.

GRADUATION REQUIREMENTS

Students must complete a minimum of 48 credit hours with a cumulative Grade Point Average (GPA) of 2.0 or better. Twenty-four (24) credits must be completed at Southwestern before the degree is awarded. All courses must be completed with a grade of 'C' or better.

Complete the graduation application process one term prior to the term of completion (e.g., spring term graduates must apply during winter term).

PROGRAM STUDENT LEARNING OUTCOMES

- Demonstrate comprehensive knowledge of clinical practice.
- Demonstrate general knowledge of medical terminology, anatomy and physiology, and medical law and ethics.
- Demonstrate proficiency in medical office administrative practices.

PRE-PROGRAM COURSES

Students are required to take the following courses *prior to* the program courses, depending on students' college placement information. See advisor for details:

Code	Title	Credits
CIS90	Computer Basics (or demonstrate proficiency)	2
MTH20	Basic Mathematics (or placement in a higher math course)	4
WR90R	Academic Literacy (or placement in a higher writing course)	4

PROGRAM GUIDE

Course	Title	Credits
First Year		
Fall		
AH111	Medical Terminology I	3
AH121	Body Structures and Functions I	3
AH152	Medical Law and Ethics	2
WR115	Fundamentals of Report Writing	4
Credits		12
Winter		
AH112	Medical Terminology II	3
AH122	Body Structures and Functions II	3

AH150	Medical Office Coding	3
PHAR5472	Pharmacology I	3
Credits		12
Spring		
AH131	Clinical Procedures I	4
AH297	NHA Licensure Qualification	2
BA285	Human Relations in Organizations	3
CLA100	Clinical Lab Asst Skills I	4
MTH98	Math Literacy ²	4
Credits		17
Summer		
AH132	Clinical Procedures II	4
AH280B	CWE: Allied Health Back Office	3
Credits		7
Total Credits		48

¹ WR115 or higher, excluding WR241.

² MTH98 or higher, excluding MTH211.

* All honors courses may substitute for their equivalent requirement.