

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 45 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.

Math and writing placement are unique to each student and are determined during the admissions and intake advising process. Additional math or writing courses may be required prior to taking the math or writing program requirements in this degree.

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 ¹	4
SP100	Basic Speech Communications ³	3
Credits		15
Winter		
AH112	Medical Terminology II	3
AH122	Body Structures and Functions II	3
AH151	Reimbursement Management	3
PHAR105	Pharmacology I	3
MTH60	Algebra I ²	4
Credits		16
Spring		
AH131	Clinical Procedures I	4
AH297	NHA Licensure Qualification	4

BA285	Human Relations in Organizations	3
PSY201	General Psychology ⁴	3
Credits		14
Total Credits		45

¹ WR115 or higher, excluding WR241.

² MTH60 or higher, excluding MTH211.

³ SP100 or higher will satisfy this requirement.

⁴ PSY201 or higher will satisfy this requirement, except PSY228.

* All honors courses may substitute for their equivalent requirement.