

# 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.

Note: Program is not nationally accredited by a healthcare accrediting body. Check with individual states for specific licensure or scope of practice requirements.

## GRADUATION REQUIREMENTS

Students must complete a minimum of 45 credit hours with a cumulative Grade Point Average (GPA) of 2.0 or better. Twelve (12) credits must be completed at Southwestern before the Certificate of Completion 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
<b>First Year</b>		
<b>Fall</b>		
AH111	Medical Terminology I	3
AH121	Body Structures and Functions I <sup>5</sup>	3
AH152	Medical Law and Ethics	2
COMM100Z	Introduction to Communication <sup>3</sup>	4
WR115	Fundamentals of Report Writing <sup>1</sup>	4
<b>Credits</b>		<b>16</b>
<b>Winter</b>		
AH112	Medical Terminology II	3
AH122	Body Structures and Functions II <sup>5</sup>	3
AH151	Reimbursement Management	3
PHAR105	Pharmacology I	3

MTH65	Beginning Algebra I <sup>2</sup>	4
<b>Credits</b>		<b>16</b>
<b>Spring</b>		
AH131	Clinical Procedures I	4
AH297	NHA Licensure Qualification	4
BA285	Human Relations in Organizations <sup>6</sup>	3
PSY201Z	General Psychology <sup>4</sup>	4
<b>Credits</b>		<b>15</b>
<b>Total Credits</b>		<b>47</b>

<sup>1</sup> WR115, WR121Z, WR122Z or WR227Z.

<sup>2</sup> MTH65 or higher, excluding MTH211.

<sup>3</sup> COMM100Z or higher will satisfy this requirement.

<sup>4</sup> PSY201Z or higher will satisfy this requirement, except PSY228.

<sup>5</sup> BI231, BI232, BI233 completed sequence may be substituted for AH121/122.

<sup>6</sup> Any PSY or SOC Lower Division Course above a 100-level or BA120 may be substituted.