

MEDICAL ASSISTING, CERTIFICATE OF ACHIEVEMENT

The Medical Assisting program prepares students for a variety of careers in ambulatory healthcare.

Learning Outcomes

Upon successful completion of the program, students will be able to:

- Perform safe, competent, and responsible patient care and medical office procedures within the ethical and legal parameters of a medical assistant.
- Locate, use, and refer to credible professional and technical resources as needed in patient care and day-to-day office business.
- Apply observation, adaptability, critical thinking, and problem-solving techniques to evaluate and continuously improve patient care, administrative operations, and staff relations in the medical office.
- Succinctly and accurately communicate and follow through with patients and members of the healthcare team using various modalities, including up-to-date computer technology.
- Implement efficient time-management techniques to ensure smooth patient flow in a medical office.

Certificate of Achievement Requirements

Code	Title	Units
Required Core		
ANAT 5	Human Biology	4
CSIS 50 & CSIS 50L	MS Office Applications and MS Office Applications Lab	3
ENGL 1A or ENGL 1AE	College Composition or College Composition: Enhanced	3
MEDA 100	Introduction to Health Careers	1
MEDA 101	Ethics, Law and IT Security in the Medical Office	3
MEDA 105	Medical Terminology	4
MEDA 110	Medical Office Management ¹	3
MEDA 112	Medical Office Computer Applications	2
MEDA 114	Medical Insurance Management	2
MEDA 118	Pharmacology and Human Diseases	3
MEDA 120	Medical Assisting Clinical Techniques I	3
MEDA 121	Medical Assisting Clinical Techniques II	3
MEDA 122	Medical Assisting Clinical Techniques III	3
MEDA 130	Medical Assisting Externship	0-3
	or successful completion of the MPC Medical Assisting CLICK apprenticeship program	
	Current valid healthcare provider CPR certificate (American Heart Association only)	0
Total Units		37-40

1

A student enrolled in CLICK Medical Assisting Apprenticeships may substitute MEDA 90 Independent Study (3 units) for MEDA 110 Medical Office Management.

Please refer to the graduation requirements section of the Catalog for information about degree and certificate requirements including Reading and Writing, Mathematics, Information Competency, and General Education requirements.

The model sequence of coursework below is one pathway for students to complete the program. The information below is not an official educational plan. An MPC Counselor can assist you with creating a personalized education plan based on your academic, career, and personal goals. Visit MPC's Counseling website for more information about Counseling and up-to-date program requirements.

Suggested Course Sequence Medical Assisting (Marina, Spring Starters)

Year 1		Units
Spring		
ENGL 1A or ENGL 1AE	College Composition or College Composition: Enhanced	3
CSIS 50 & CSIS 50L	MS Office Applications and MS Office Applications Lab	3
MEDA 100	Introduction to Health Careers	1
MEDA 105	Medical Terminology	4
MEDA 120	Medical Assisting Clinical Techniques I	3
	Units	14
Fall		
ANAT 5	Human Biology	4
MEDA 101	Ethics, Law and IT Security in the Medical Office	3
MEDA 110	Medical Office Management ¹	3
MEDA 114	Medical Insurance Management	2
MEDA 121	Medical Assisting Clinical Techniques II	3
	Current valid healthcare provider CPR certificate (American Heart Association only)	0
	Units	15
Year 2		
Spring		
MEDA 112	Medical Office Computer Applications (first 8 weeks)	2
MEDA 118	Pharmacology and Human Diseases	3
MEDA 122	Medical Assisting Clinical Techniques III (first 8 weeks)	3
MEDA 130	Medical Assisting Externship ²	0-3
	Units	8-11
	Total Units	37-40

1

A student enrolled in the CLICK Medical Assisting Apprenticeship may substitute MEDA 90 Independent Study (3 units) for MEDA 110 Medical Office Management.

2

A student enrolled in the CLICK Medical Assisting Apprenticeship may waive MEDA 130 upon successful completion of the apprenticeship program.

MPC “Ready to Work” Career Education programs offer students the opportunity to gain knowledge and skills needed for employment and job advancement.

All students should consult with a Counselor to discuss career pathways, for support with career exploration and planning, and to create a personalized education plan to help them meet their academic, career, and personal goals. Visit MPC’s Counseling website for more information about Counseling services provided by MPC and to connect with a Counselor.

Additional resources are available through MPC’s Career & Transfer Resource Center (CTRC). The CTRC offers career resources, workshops, guidance and referrals. Visit the CTRC for support finding online career information and other resources to explore majors, occupations, and employment information.