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	College Composition	3
or ENGL 1AE	College Composition: Enhanced	
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.