

# PERSONAL WELLNESS AND HEALTH PROFESSIONS, CERTIFICATE OF TRAINING

While providing an overview of the many factors that affect personal wellness, this certificate starts novice college students on a path to a variety of health careers through common foundational concepts, including computer skills, study skills, anatomy, and medical language, as well as hands-on instruction in basic clinical tasks. Successful completion of this Certificate of Training equates to the first of three semesters in the Medical Assisting program at MPC. Credits may also apply toward an Associate degree in Science.

## Learning Outcomes

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

- Accurately and efficiently perform MS Office functions as applicable to school and work.
- Employ successful study habits.
- Distinguish between normal and abnormal states of health.
- Identify and describe factors of personal, family, and community wellness.
- Efficiently communicate with patients and members of the healthcare team.
- Describe the basic human anatomy and physiology of each body system, as well as common pathology and treatments.
- Accurately use medical terminology relating to each body system, pathology, and treatments.
- Accurately obtain and record patient information and metrics.
- Apply appropriate infection control measures.
- Describe the roles and legal parameters of common health care professions.

## Certificate of Training Requirements

Code	Title	Units
<b>Required Core</b>		
CSIS 50	MS Office Applications	2
CSIS 50L	MS Office Applications Lab	1
MEDA 100	Introduction to Health Careers	1
MEDA 105	Medical Terminology	4
MEDA 120	Medical Assisting Clinical Techniques I	3
COUN 50	Making College Count	3
Select one course from the following:		2-3
HLTH 4	Personal Health and Wellness	
NUTF 1	Nutrition	
KINS 63	Fitness Anatomy and Kinesiology	
PSYC 50	Health Psychology	
<b>Total Units</b>		<b>16-17</b>

Please refer to the program requirements section of the Catalog for information about associate degree requirements and certificate requirements including 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

<b>Year 1</b>		
<b>Fall</b>		<b>Units</b>
COUN 50	Making College Count	3
CSIS 50 & 50L	MS Office Applications and MS Office Applications Lab	3
MEDA 100	Introduction to Health Careers	1
Select one course from the following:		2-3
HLTH 4 or NUTF 1 or KINS 63 or PSYC 50	Personal Health and Wellness or Nutrition or Fitness Anatomy and Kinesiology or Health Psychology	
<b>Units</b>		<b>9-10</b>
<b>Spring</b>		
MEDA 105	Medical Terminology	4
MEDA 120	Medical Assisting Clinical Techniques I	3
<b>Units</b>		<b>7</b>
<b>Total Units</b>		<b>16-17</b>

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.