

DEGREE MAP

The following sequence is an example of how this degree can be completed in two years. This sequence is based on satisfaction of all Basic Skills requirements and prerequisites, and presumes a fall start date. An individual's program may vary depending on transfer institution, career objectives, or individual needs. See your counselor for other options and to monitor your progress.

Program Name: Medical Assistant-Certificate

Location(s) Offered:

Benson Center, Douglas Campus, Santa Cruz Center, Sierra Vista Campus, and Willcox Center (HLT 101 is offered only through the Virtual Campus.)

Learning Outcomes: *Students who successfully complete this program will be able to do the following:*

1. Demonstrate the skills necessary to perform a wide range of duties for employment in a modern medical facility.
2. Demonstrate a nationally-recognized measure of competency for national certification through the National Healthcareer Association (NHA).
3. Perform administrative duties, including telephones, correspondence, insurance forms, medical records, billing, bookkeeping, and office supplies; and greeting, admitting, and scheduling patients.
4. Perform clinical duties including taking vital signs and medical histories, explaining treatments, preparing patients for examination, and assisting physicians with lab procedures, EKGs, and medications.

Course or program prerequisite(s) not included in the degree:

BIO 160 Introduction to Human Anatomy and Physiology requires RDG 122 Reading Critically or exemption.
HLT 139 Medical Assistant requires appropriate mathematics placement score (or see advisor).
Additional program requirements for HLT 139 include 1) Minimum 18 years of age upon course completion, 2) Negative TB skin test or chest x-ray report, 3) Current AZ DPS Fingerprint Clearance Card, and 4) Acceptance into the Medical Assistant program.

Program Reviewed: Feb 22, 2016

Key:

IW=Intensive Writing
F2F=Face-to-Face Instruction
ITV=Instructional Television
VC=Virtual Campus/Online

<i>Requirements</i>	<i>Course(s) Recommended</i>	<i>Delivery Method</i>	<i>Credits</i>
<i>First Semester (Fall):</i>			
Core Curriculum	BIO 160 Intro to Human Anatomy and Physiology	F2F,VC	4
Core Curriculum	HLT 101 Medical Terminology	VC	2
Core Curriculum	HLT 111 CPR and First Aid*	F2F	1
Core Curriculum	HLT 139 Medical Assistant I	ITV	8
<i>Second Semester (Spring):</i>			
Core Curriculum	HLT 140 Medical Assistant II/Clinical Externship	ITV	12
<i>Third Semester (Fall):</i>			
<i>Fourth Semester (Spring):</i>			

Total credits required: 27

Notes:

*HLT 111 must be taken at Cochise College or at an accredited college or university.