Academic Plan: Certificate - Medical Assistant

# Catalog Year: 2020/2021

# Credits: 29

The Medical Assistant Certificate enables a student to get a job as a fully-fledged MA for the front and back office of a medical office. In addition to doing reception work in the office, an MA also does patient care including laboratory work and injections in an ambulatory care facility. The curriculum is designed to facilitate the correlation between theory and clinical practice while exercising critical thinking proficiency.

# Required Courses

* BIO 104 - Biology: A Human Approach: GT-SC1 (4 Credits)
* HPR 106 - Law and Ethics for Healthcare Professions (2 Credits)
* HPR 178 - Medical Terminology (3 Credits)
* MAP 110 - Medical Office Administration (4 Credits)
* MAP 138 - Medical Assisting Laboratory (4 Credits)
* MAP 140 - Medical Assisting Clinical Skills (4 Credits)
* MAP 150 - Pharmacology for Medical Assistants (3 Credits)
* MAP 183 - Medical Assistant Internship (5 Credits)

# Pre-Requisites, Co-Requisites, and Recommendations (grade C or better required)

Where requirements are listed as course categories (e.g. Electives, Arts/Humanities) rather than as specific courses, please note that depending upon course choice, pre-requisites may be required.

* MAP 138 - Medical Assisting Laboratory
  + Pre-Requisite: MAP 110 - Medical Office Administration
* MAP 140 - Medical Assisting Clinical Skills
  + Co-Requisite: MAP 110 - Medical Office Administration

# Notes

* A suggested progression is below based on a spring semester start and the demographic of typical students.
* Due to pre-requisites and course offerings progression and completion varies.
* If a student Fails or Withdraws from two or more classes, then they will be reviewed and possibly not allowed to complete the program.
* MOT 138 and MOT 140 MUST be taken before, or with, the internship (these courses are only offered in certain semesters).
* MOT 183 requires department permission to enroll and is final semester when ALL prior classes, background check,
* CPR/BLS card and proof of all immunizations is produced.
* Refer to the 2020/2021 Catalog for program admission, elective course and graduation requirements; consult the MOT Department for specific course planning information and guidance and utilize DegreeCheck to monitor progress. To graduate from this program, visit [this link](http://www.arapahoe.edu/graduation) and submit the graduation application by the deadline. This information is subject to change without notice. Information regarding median loan debt, completion and placement rates, occupations and tuition / fees may be found at [here](http://www.arapahoe.edu/gainful).
* This certificate REQUIRES departmental advising; therefore a suggested personal course sequence will be determined according to the student’s schedule. Student must email program chair to schedule advising.

# Graduation Requirements

* All major, general education and other courses required for these certificates/degrees must be completed with a "C" or better to meet graduation requirements.
* Medical Assistant Professional (MAP) and Medical Office Technology (MOT) courses must be taken within three years of a student’s graduation.

# RECOMMENDED COURSE SEQUENCE FULL-TIME TRACK

## Year 1: Fall

* HPR 178 - Medical Terminology (3 Credits)
* MAP 110 - Medical Office Administration (4 Credits)
* MAP 140 - Medical Assisting Clinical Skills (4 Credits)
* MAP 150 - Pharmacology for Medical Assistants (3 Credits)

## Year 1: Spring

* BIO 104 - Biology: A Human Approach: GT-SC1 (4 Credits)
* HPR 106 - Law and Ethics for Healthcare Profession (2 Credits)
* MAP 138 - Medical Assisting Laboratory (4 Credits)
* MAP 183 - Medical Assistant Internship (5 Credits)

# RECOMMENDED COURSE SEQUENCE PART-TIME TRACK

## Year 1: Spring

* BIO 104 - Biology: A Human Approach: GT-SC1 (4 Credits)
* HPR 106 - Law and Ethics for Healthcare Profession (2 Credits)
* HPR 178 - Medical Terminology (3 Credits)

## Year 2: Fall

* MAP 110 - Medical Office Administration (4 Credits)
* MAP 140 - Medical Assisting Clinical Skills (4 Credits)
* MAP 150 - Pharmacology for Medical Assistants (3 Credits)

## Year 2: Spring

* MAP 138 - Medical Assisting Laboratory (4 Credits)
* MAP 183 - Medical Assistant Internship (5 Credits)