

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	Credits	Pre or Co Reqs Rqd	Course Availability		
			Fall	Spr	Sum
<b>Required Courses</b>					
• BIO 104 - Biology: A Human Approach: GT-SC1 (4 Cr.)	4	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
• HPR 106 - Law and Ethics for Healthcare Professions (2 Cr.)	2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
• HPR 144 - Comprehensive Medical Terminology (3 Cr.)	3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
• MAP 110 - Medical Office Administration (4 Cr.)	4	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• MAP 138 - Medical Assisting Laboratory (4 Cr.)	4	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• MAP 140 - Medical Assisting Clinical Skills (4 Cr.)	4	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• MAP 150 - Pharmacology for Medical Assistants (3 Cr.)	3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• MAP 183 - Medical Assistant Internship (5 Cr.)	5	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

### 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 (4 Cr.)

- Pre-Requisite: MAP 110 - Medical Office Administration

MAP 140 - Medical Assisting Clinical Skills (4 Cr.)

- Co-Requisite: MAP 110 - Medical Office Administration

### Notes

- Due to pre-requisites and course offerings progression and completion time varies.
- If a student Fails or Withdraws from two or more classes, then they will be reviewed and offered further advising from the Program Chair. There is a possibility that the student will not be 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 completed during the final semester when ALL prior classes, background check, CPR/BLS card and proof of all immunizations are produced.
- Refer to the 2021/2022 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 [www.arapahoe.edu/graduation](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 [www.arapahoe.edu/gainful](http://www.arapahoe.edu/gainful).
- Suggested course sequence or progression are shown below based on a fall or spring semester start and the demographic of typical students.
- 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	Credits	Course
	3	HPR 144 - Comprehensive Medical Terminology (3 Cr.)
	4	MAP 110 - Medical Office Administration (4 Cr.)
	4	MAP 140 - Medical Assisting Clinical Skills (4 Cr.)
	3	MAP 150 - Pharmacology for Medical Assistants (3 Cr.)
Year 1: Spring	Credits	Course
	4	BIO 104 - Biology: A Human Approach: GT-SC1 (4 Cr.)
	2	HPR 106 - Law and Ethics for Healthcare Profession (2 Cr.)
	4	MAP 138 - Medical Assisting Laboratory (4 Cr.)
	5	MAP 183 - Medical Assistant Internship (5 Cr.)

RECOMMENDED COURSE SEQUENCE PART-TIME TRACK

Year 1: Spring	Credits	Course
	4	BIO 104 - Biology: A Human Approach: GT-SC1 (4 Cr.)
	2	HPR 106 - Law and Ethics for Healthcare Profession (2 Cr.)
	3	HPR 144 - Comprehensive Medical Terminology (3 Cr.)
Year 2: Fall	Credits	Course
	4	MAP 110 - Medical Office Administration (4 Cr.)
	4	MAP 140 - Medical Assisting Clinical Skills (4 Cr.)
	3	MAP 150 - Pharmacology for Medical Assistants (3 Cr.)
Year 2: Spring	Credits	Course
	4	MAP 138 - Medical Assisting Laboratory (4 Cr.)
	5	MAP 183 - Medical Assistant Internship (5 Cr.)