



**Medical Assistant – 30704**  
**Certificate of Proficiency**  
 Recommended Course Sequencing – 2017-2018

Upon completion of this certificate program, students are eligible to sit for the American Medical Technologists (AMT) Certification Examination to be certified as a Registered Medical Assistant (RMA).

Course	Requirement Filled	Cr	Notes
<b>Fall – 1<sup>st</sup> Semester</b>			
HCE 100 Basic Health Care Concepts and Skills OR NUR 100 Nursing Assistant	Core Curriculum	4 OR 6	HCE 100 available online NUR 100 Prerequisite: ENG 091 with a grade of “C” or higher or reading placement test score as established by District policy and MAT 055 or higher with a grade of “C” or higher or BUS 111 with a grade of “C” or higher or math placement test score as established by District policy <i>Requires 40 hours in a skilled nursing facility</i>
HCE 101 Basic Life Support OR EMT 122 First Aid and CPR	Core Curriculum	2	
HCE 112 Medical Terminology	Core Curriculum	2	Available online
HCE 171 Introduction to Medical Pharmacology	Core Curriculum	3	
HCE 186 Phlebotomy and Clinical Laboratory	Core Curriculum	2	
HCE 160 Medical Assisting: Clinical Competencies	Core Curriculum	6	Prerequisite: HCE 100 or NUR 100 or concurrent enrollment in HCE 100 or NUR 100 Offered Fall only
Select from the following courses to make semester total 19-21 credits:  BUS 251 Human Relations (3) CMP 101 Introduction to Computers OR CMP 103 Introduction to Computer Based Systems (3) PSY 101 Introduction to Psychology (3) <b>The following course is offered Fall only:</b> HCE 188 Electrocardiogram (2)	Curriculum Related	1-3	CMP 103/PSY 101 Prerequisite: ENG 091 with a grade of “C” or higher or reading placement test score as established by District policy  CMP 103/PSY 101 Available online
<b>Total Hours</b>		19-21	

<b>Spring - 2nd Semester</b>			
HCE 130 Medical Assisting: Administrative Competencies	Core Curriculum	4	Offered Spring only
HCE 170 Medical Assisting: Externship	Core Curriculum	4	Prerequisite: HCE 160 Offered Spring only <i>Requires 160 hours of externship in a health clinic</i>
HCE 114 Math for Medications OR HCE 116 Medical Dosage Calculations	Core Curriculum	2	Available online
HCE 190 Human Body in Health and	Core Curriculum	4	

Disease			
Course	Requirement Filled	Cr	Notes
<b>Spring - 2nd Semester (Continued)</b>			
Select from the following courses to make semester total credits 17-19: BUS 251 Human Relations (3) CMP 101 Introduction to Computers OR CMP 103 Introduction to Computer Based Systems (3) PSY 101 Introduction to Psychology (3) <b>The following courses are offered Spring only:</b> HCE 156 Science for Allied Health (4) HCE 180 Patient Care Technician (4) HCE 189 Phlebotomy Certification Review (2)	Curriculum Related	3-5	CMP 103/PSY 101 Prerequisite: ENG 091 with a grade of "C" or higher or reading placement test score as established by District policy  CMP 103/PSY 101 Available online HCE 180 Prerequisite: NUR 100 HCE 189 Prerequisite: HCE 186  <i>Requires 30 lab hours</i>
<b>Total Hours</b>		17-19	

<b>Total Hours</b>	38
Total Curriculum Requirements (Core)	30-32
Total Related Curriculum	6-8
Total General Education	0
Total Elective	0

**Total minimum credits for this certificate program is 38.**

**Notes:**

- Courses in the program may require vaccinations or other medical tests. See course descriptions in the catalog for additional information.
- Students will be required to complete a minimum of 160 hours in a health clinic.

Additional requirements to obtain this certificate:

- All courses must be completed with a grade of "C" or better.
- The student must complete an academic requirement. Check the catalog for information on meeting the requirement.
- The student must file a petition for certificate through Gila Hank Online.
- The student must be free of any indebtedness to the College.

The foregoing is a recommended, or suggested, sequence of courses. If a student enters the program in the spring, or transfers credit in, the above would have to be modified.