



Medical Assistant – 30704
Certificate of Proficiency
 Recommended Course Sequencing 2020-2021

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
Fall – 1st Semester			
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) The following course is offered Fall only: 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
Total Hours		19-21	
Spring - 2nd Semester			
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</i>

HCE 114	Math for Medications OR	Core Curriculum	2	<i>in a health clinic</i>
HCE 116	Medical Dosage Calculations			Available online
HCE 190	Human Body in Health and Disease	Core Curriculum	4	
Course		Requirement Filled	Cr	Notes

Spring - 2nd Semester (Continued)

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)	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>
The following courses are offered Spring only: HCE 156 Science for Allied Health (4) HCE 180 Patient Care Technician (4) HCE 189 Phlebotomy Certification Review (2)			
Total Hours		17-19	

Total Hours	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.