

Medical Assistant Proficiency Certificate (grid only)

Course Sequence:

Course Number and Name	Prerequisites	Credits
AH 103 - Medical Terminology		3 credits
AH 116 - Therapeutic Communication		3 credits
BIOL 108 - Essentials of Human Anatomy and Physiology*	FNMT 118, or placement in MATH 161 or higher	4 credits
AH 112 - Medical Administrative Procedures		3 credits
AH 113 - Exam Room Procedures I	AH 103 and BIOL 108 with a C or better, both of which may be taken concurrently	3 credits
AH 115 - Exam Room Procedures II	AH 113, with a C or better, which may be taken concurrently	3 credits
MLT 102 - Phlebotomy		4 credits
AH 118 - Professional Skills/Employment Seminar	AH 113 and AH 115, all of which may be taken concurrently	1 credit
AH 204 - Medical Law and Ethics	ENGL 101	3 credits
AH 121 - Medical Assisting Practicum	AH 113, AH 115 and AH 118, all with a grade of C or better	2 credits
Total Credits		27

Courses and Completion Sequence

The following courses and sequence of courses is designed for the optimal success and completion of the Medical Assistant Proficiency Certificate degree/certificate. Any alterations should be discussed with your academic advisor.

Course Number and Name	Credits	Advisory Notes	Course Type
AH 103 - Medical Terminology	3 credits		Major Course
AH 116 - Therapeutic Communication	3 credits		Major Course

Course Number and Name	Credits	Advisory Notes	Course Type
<u>BIOL 108 - Essentials of Human Anatomy and Physiology</u>	4 credits	BIOL 108, a one semester course in Anatomy and Physiology is the minimum requirement for this Certificate. However, students who have completed the two semester anatomy and physiology sequence (BIOL 109-BIOL 110) may substitute BIOL 109-110 in place of BIOL 108, provided that they have completed both BIOL 109 and BIOL 110. Prerequisite: FNMT 118, or placement in MATH 161 or higher	Major Course
<u>AH 112 - Medical Administrative Procedures</u>	3 credits	Must earn a grade of "C" or better	Major Course
<u>AH 113 - Exam Room Procedures I</u>	3 credits	Prerequisites: AH 103 and BIOL 108, which may be taken concurrently	Major Course
<u>AH 115 - Exam Room Procedures II</u>	3 credits	Prerequisites: AH 103, AH 113 and BIOL 108, all of which may be taken concurrently.	Major Course
AH 118 - Professional Skills/Employment Seminar	1 credit	Prerequisites: AH 113 and AH 115, all of which may be taken concurrently	Major Course
AH 121 - Medical Assisting Practicum	2 credits	Prerequisites: AH 113, AH 115 and AH 118; all with a grade of C or better	Major Course
AH 204 - Medical Law and Ethics	3 credits	Prerequisite: ENGL 101	Major Course