

# Medical Assistant (428)

## CERTIFICATE PROGRAM

### Admission to the Medical Assistant Certificate Program

All students are required to attend a mandatory medical assistant information session in order to apply; dates, times, and locations are listed on our website. The admission process is designed to admit students who are most likely to be successful in the academically challenging medical assistant curriculum and to do so in an impartial manner. The process includes prerequisite requirements and an admission procedure. It is strongly recommended that all students see their student advisor to develop a personal academic plan for completing prerequisite course requirements.

Students may earn a certificate in Medical Assisting or complete the support courses and earn an Associate of Applied Science in Medical Assisting. Please contact and advisor for more information.

1. A Request for Admittance into the MA Program must be received by May 1 by the Coordinator of Nursing & Allied Health to be considered for admission to the MA Program.
2. When the Request for Admittance is received and application materials and entrance exam results are on file, the selection committee (Associate Dean of Nursing and Allied Health and faculty) will make the decision regarding admission. The applicant will be notified of the committee's decision by U.S. Mail. Incomplete folders will not be reviewed.
3. Applicants who are not selected may reapply the succeeding year, but need to attend an additional information session to hear about new changes. Individuals may take the entrance exam up to two (2) times per application year.
4. All individuals are welcome to apply for the Highland Community College Medical Assistant Program, but we accept all in-district students who qualify and meet our criteria first. If there is space available, out-of-district applicants will be reviewed for admittance into the program. For the MA program, in-district is defined as "students who meet the residency requirements and/or work 20 or more hours a week in our district.

### Core Curriculum

### 40 Credit Hours

NURS	108	Phlebotomy Techniques	4
NURS	120	Medical Assistant Clinical Procedures I	5
NURS	121	Medical Assistant Clinical Procedures II	6
NURS	122	Medical Assistant Seminar	3
NURS	123	Medical Assistant Externship	6
NURS	125	Electronic Health Records	2
NURS	126	Administrative Procedures in Health Care	5
NURS	184	Nutrition and Diet Therapy	2
NURS	289	Legal and Ethical Issues of Health Care	3
NURS	103	Pharmacology	2
NURS	188	Pathophysiology	2

### Total Credit Hours =

**40**

- Please note that core Medical Assistant classes designated with the NURS prefix follow a different grading scale requiring an 80% to successfully complete the course and continue on in the Medical Assistant program.
- The curriculum is planned sequentially so that if a student drops, withdraws from, or fails any core course, he/she will need to withdraw from the Medical Assistant Program.