

# MEDICAL ASSISTING: CAREER ADVANCEMENT

Health Career Admissions  
Program Code: G.CMA.CER

## Certificate

Graduation requirement — 4 semester hours

The Medical Assisting Career Advancement Certificate program prepares students who are currently working in the medical assisting field. The courses are selected to meet specific employer needs in preparing experienced medical office assistants for national certification. A completion of 4–6 HCS credits are required to achieve the certificate. The Medical Assisting program is approved by the American Registry of Medical Assistants, [www.arma-cert.org](http://www.arma-cert.org) and the National Healthcareer Association, [www.nhanow.com](http://www.nhanow.com). Upon completion, students will be eligible to sit for the National Healthcareer Association (NHA) certification exam.

## Program Notes

- Students must be currently employed as medical office assistants.
- Students must be recommended by their employer.
- Students must maintain the following for progression and graduation: a 2.5 PGPA and a grade of C or higher in all program courses.
- Course selection will be determined, in part, by prior learning through work experience. Proficiency credit may be granted based on competency check-offs that correlate with the Medical Assisting core curriculum. Limits on proficiency credit apply. For information, contact program director

## Required Program Courses

Cr. Hrs.

Select four hours from the following:

HCS 136	Basic Topics in Health Care.....	1–4
HCS 153	Phlebotomy Skills.....	1
HCS 154	Medical Terminology.....	3
MAS 155	Pharmacology for Medical Assistants .....	2
MAS 156	Aseptic Technique.....	2
MAS 158	Administration of Medication.....	2
MAS 170	Medical Assisting Practicum.....	3
HCS 173	Applied Electrocardiography .....	1
HCS 174	Legal Issues in Health Care .....	1

Total Semester Credit Hours

4