



# Medical Assistant

Certificate

## Program description

Learn the practical skills you need for a rewarding, challenging position in healthcare. Work with physicians and providers in clinic settings performing a wealth of clinical and administrative tasks. Students gain work experience through a 180-hour externship.

[Learn More](#)

Students must achieve a 2.0 GPA in all HEAL courses and cumulative 2.0 GPA to pass required competencies to graduate with their certificate.

## Key advisors

Diana Cacho, [dcacho@highline.edu](mailto:dcacho@highline.edu)

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[Request a faculty advisor.](#)

## Program map

The following program map contains recommended courses to complete your [AAS Medical Assistant](#) degree. This document does not replace meeting with an advisor. In order to discuss your educational goals and plans a meeting with an advisor is very important.

## Advising Notes:

- It is recommended for students to take ENG& 101 prior to HEAL 104
- Clinical Procedure classes must be taken in sequential order.
- Not every class is offered every quarter. Talk to a faculty advisor to confirm when specific courses are being offered.

### 1<sup>st</sup> Quarter

Courses: 13 credits	Credits	Complete?
BSTEC 120 - Computer Skills	5	
ENGL& 101 - English Composition I	5	
HEAL 102 - Introduction to Healthcare Professions (Fall, Winter, Spring)	3	

Action items/milestones

- Meet with Pathway Advisor to confirm your Program of Study and Academic Plan

### 2<sup>nd</sup> Quarter

Courses: 15 credits	Credits	Complete?
ACCTG 121 - Practical Financial Accounting, or BUSN 135 - Business Mathematics, or MATH 100 Level or Higher	5	
HEAL 104 - Medical Terminology and Anatomy (Fall, Winter, Spring)	5	
PSYCH 120 - Psychology of Human Relations, or BUSN 160 - Human/Labor Relations	5	

Action items/milestones

- Meet with Faculty Advisor prior to completion of 30 credits

### 3<sup>rd</sup> Quarter

Courses: 14 credits	Credits	Complete?
HEAL 210 - Clinical Procedures I (Fall, Winter, Spring)	5	
HEAL 106 - Human Diseases & Pharmacology (Fall, Winter, Spring)	5	
HEAL 160 - Law and Ethics for Health Professionals	4	

### 4<sup>th</sup> Quarter

Courses: 12 credits	Credits	Complete?
HEAL 251 – Medical Assistant Patient Navigator	5	
HEAL 162 - Medical Office Procedures II (Winter, Summer)	5	
HEAL 228 - Nutrition for Health Professions (Winter, Summer)	2	

### 5<sup>th</sup> Quarter

Courses: 7 credits	Credits	Complete?
HEAL 212 - Clinical Procedures II (Fall, Winter, Spring)	5	
HEAL 226 – Healthcare Communication (Fall, Spring)	3	

Action items/milestones

- Meet with Faculty Advisor at or prior to completion of 75 credits

### 6<sup>th</sup> Quarter

Courses: 7 credits	Credits	Complete?
HEAL 214 - Clinical Procedures III (Fall, Winter, Spring)	5	
HEAL 239 - Job Readiness	2	

### 7<sup>th</sup> Quarter

Courses: 10 credits	Credits	Complete?
HEAL 241 - Externship Seminar & CMA Prep	4	
HEAL 240 - Externship	6	
HEAL 218 - Emergency Preparedness (Fall, Spring)	2	

Action items/milestones

- Register for commencement