



# Medical Assistant

Associate of Applied Science

## Program description

Learn the practical skills you need for a rewarding, challenging position in healthcare. Work with physicians and providers to increase productivity in medical offices by performing a wealth of administrative and clinical tasks. Gain work experience through a 180-hour externship.

Note: Highline's Medical Assistant program uses a cohort model. Students can take HEAL 102, HEAL 104, and other prerequisite courses any quarter, but can only start clinical courses in Fall or Spring. [Make an advising appointment](#) as soon as possible to get help making a plan that works for you.

## Key advisors

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

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## Program map

The following program map contains recommended courses to complete your degree or certificate. This document does not replace meeting with an advisor. To discuss your educational goals and plans a meeting with an advisor is very important.

## Fall Cohort:

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

Courses: 13 credits	Credits	Complete?
HEAL 102 – Intro to Healthcare Professions	3	
HEAL 104 – Terminology & Anatomy	5	
ENGL& 101 – English Composition I	5	

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

Courses: 12 credits	Credits	Complete?
HEAL 160 – Law & Ethics for Healthcare Professions	4	
HEAL 162 – Medical Office Procedures	5	
BSTEC 120 – Introduction to MS Office Software	3	

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

Courses: 15 credits	Credits	Complete?
HEAL 210 – Clinical Procedures I	5	
HEAL 106 – Human Diseases and Pharmacology	5	
ACCTG 121 – Practical Financial Accounting OR BUSN 135 – Business Math	5	

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

Courses: 9 credits	Credits	Complete?
BSTEC 120 – Introduction to MS Office Software	2	
HEAL 251 – Patient Care Navigation	5	
HEAL 228 – Nutrition	2	

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

Courses: 12 credits	Credits	Complete?
HEAL 212 – Clinical Procedures II	5	
HEAL 226 – Therapeutic Communication	3	
HEAL 239 – Job Readiness	2	
HEAL 218 – Emergency Preparedness	2	

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

Courses: 16 credits	Credits	Complete?
HEAL 214 – Clinical Procedures III	5	
HEAL 241 – Externship Seminar & CMA Prep	4	
PSYCH 120 – Psychology of Human Relations	5	

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

Courses: 16 credits	Credits	Complete?
HEAL 240 - Externship	6	
Diversity & Globalism Course	5	
Elective – Choose any course 100-level or above	5	

## Spring Cohort:

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

Courses: 15 credits	Credits	Complete?
HEAL 102 – Intro to Healthcare Professions	3	
HEAL 104 – Terminology & Anatomy	5	
ENGL& 101 – English Composition I	5	
BSTEC 120 – Introduction to MS Office Software	2	

### 2<sup>nd</sup> Quarter – Summer

Courses: 12 credits	Credits	Complete?
ACCTG 121 – Practical Financial Accounting OR BUSN 135 – Business Math	5	
HEAL 251 – Patient Care Navigation	5	
HEAL 228 – Nutrition	2	

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

Courses: 15 credits	Credits	Complete?
HEAL 210 – Clinical Procedures I	5	
HEAL 106 – Human Diseases and Pharmacology	5	
HEAL 226 – Therapeutic Communication	3	
HEAL 218 – Emergency Preparedness	2	

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

Courses: 15 credits	Credits	Complete?
HEAL 212 – Clinical Procedures II	5	
HEAL 160 – Law & Ethics for Healthcare Professionals	5	
HEAL 162 – Medical Office Procedures	2	
BSTEC 120 – Introduction to MS Office Software	3	

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

Courses: 16 credits	Credits	Complete?
HEAL 214 – Clinical Procedures III	5	
HEAL 241 – Externship Seminar & CMA Prep	4	
PSYCH 120 – Psychology of Human Relations	5	
HEAL 239 – Job Readiness	2	

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

Courses: 16 credits	Credits	Complete?
HEAL 240 - Externship	6	
Diversity & Globalism Course	5	
Elective – Choose Any Course	5	