



Medical Assistant

Certificate

2024-2025 Program Map

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

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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:

1st 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	

2nd Quarter - Winter

Courses: 15 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	

3rd 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 OR Any MATH 100-level or higher	5	

4th 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	

5th 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	

6th 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 OR BUSN 160 – Human/Labor Relations	5	

7th Quarter - Spring

Courses: 4 credits	Credits	Complete?
HEAL 240 - Externship	6	

Spring Cohort:

1st 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	

2nd Quarter – Summer

Courses: 12 credits	Credits	Complete?
ACCTG 121 – Practical Financial Accounting OR BUSN 135 – Business Math OR Any Math 100-level or above	5	
HEAL 251 – Patient Care Navigation	5	
HEAL 228 – Nutrition	2	

3rd 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	

4th 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	

5th 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 OR BUSN 160 – Human/Labor Relations	5	
HEAL 239 – Job Readiness	2	

6th Quarter - Summer

Courses: 4 credits	Credits	Complete?
HEAL 240 - Externship	6	