

# MEDICAL ASSISTING CERTIFICATE

## Sitka

Medical assistants are multi-skilled health professionals specifically educated to work primarily in ambulatory care settings, such as physician's offices, clinics and outpatient care centers under the direct supervision of physicians, nurse practitioners or physician assistants. Medical assistants perform both administrative and clinical duties.

## Admission Requirements

Students must complete the following admission procedure:

1. Place into WRTG S110 (or higher), MATH S054 (or higher) and CIS S105 or CIS placement test.
2. Program director approval and completed application with criminal background check, health examination, current TB test and immunizations

Minimum grade of C- is required for all courses with an overall 2.00 GPA or higher for certificate completion.

Courses in Medical Assisting Procedures (Clinical I & II and Administrative I & II) can only be taken by students admitted to the Medical Assisting Program. The Practicum serves as the capstone and can be taken only after other program requirements are completed. Accreditation standards require the practicum to be unpaid.

Requirement	Hours
<b>Minimum Credit Hours</b>	<b>35</b>
General Requirements	6
Program Requirements	29-30

Code	Title	Credits
<b>General Requirements</b>		
<i>Written Communication Skills</i>		
WRTG S111	Writing Across Contexts	3
<i>Social Sciences</i>		
PSY S101 or PSY S250	Introduction to Psychology Lifespan Development	3
<b>Program Requirements</b>		
HS S102	Fundamentals of CPR and First Aid 1	1
HS S114	Fundamentals of Anatomy and Physiology	3
HS S116	Quantitative Methods in Healthcare	3
HS S133	Medical Assisting Procedures: Administrative I	4
HS S135	Medical Terminology	3
HS S142	Medical Assisting Procedures: Clinical I	4
HS S233	Medical Assisting Procedures: Administrative II	4
HS S242	Medical Assisting Procedures: Clinical II	4

HS S294A	(Medical Assisting Practicum) <sup>2</sup>	4
Total Credits		36

<sup>1</sup> This course is waived with a current first aid and provider level CPR.

<sup>2</sup> Course Description: Provides 180 hours of uncompensated, supervised work in a medical clinic for medical assisting students. Students will work alongside their preceptor to observe the required duties of a Medical Assistant in the healthcare setting, and apply learned principles, skills and knowledge required in private medical offices and clinics by performing equivalent tasks as final preparation for employment in the field. Learning is enhanced by online discussions, assignments and examinations. This is the last course in the Medical Assisting Certificate program. Prerequisite: HS S133, HS S142, HS S233, HS S242, current immunizations and TB test, first aid and provider-level CPR card, and instructor permission required. All applicable cognitive objectives and psychomotor and affective competencies must be achieved prior to the start of the practicum.