

One Year Certificate is awarded to students who satisfy the following requirement:

| Courses  | Cr.       | Qtr. | Gr. |
|--|-----------|------|-----|
| <b>Communication Skills</b>  |           |      |     |
| WR 121- English Comp   |           |      |     |
| <b>Computation Skills</b>  |           |      |     |
| MATH 60 – Beginning Algebra I or higher  |           |      |     |
| <b>Human Relations</b>   |           |      |     |
| PSYC 101 – Psyc of Human Relations<br><b>OR</b> PSYC 201 – General Psychology <b>AND</b><br>MA 118 Clinical Procedures Practicum |           |      |     |
| <b>Year 1</b>  |           |      |     |
| <b>Fall</b>  |           |      |     |
| GSCI 161 - Med terminology I   | 3         |      |     |
| MA 112 – Intro. into Medical Assisting   | 4         |      |     |
| WR 121 – English Comp  | 4         |      |     |
| PSYC 101 – Psych of Human Relations<br><b>OR</b> PSYC 201 – General Psychology   | 3         |      |     |
|  |           |      |     |
| <b>Winter</b>  |           |      |     |
| GSCI 162 - Med Terminology II  | 3         |      |     |
| MA 117 - Clinical Procedures   | 4         |      |     |
| MATH 60 – Beginning Algebra I  | 5         |      |     |
| BIOL 121 – Intro to Human Anatomy & Physiology   | 5         |      |     |
|  |           |      |     |
| <b>Spring</b>  |           |      |     |
| MA 115 - Phlebotomy  | 2         |      |     |
| MA 116 –Introductions to Medications   | 4         |      |     |
| CS 101 – Computer Fundamentals I   | 4         |      |     |
|  |           |      |     |
| <b>Summer</b>  |           |      |     |
| MA 118 - Clinical Procedures Practicum   | 5         |      |     |
| SP 111 – Fundamentals of Speech  | 3         |      |     |
| MA 119 - Externship seminar (as available)   |           |      |     |
|  |           |      |     |
| <b>Fall</b>  |           |      |     |
| MA 119 - Externship seminar  | 1         |      |     |
|  |           |      |     |
|  |           |      |     |
|  |           |      |     |
| <b>Total Credits:</b>  | <b>50</b> |      |     |

  

- All MA courses must be completed with a C+ or higher
- All other courses must be completed and have an average GPA of 2.0 or better.
- Must pass a background and drug test prior to MA 118 and MA 119
- An application for graduation must be filled out one term in advance of final term.
- Patient Service Representative (17 credits)
 

|          |                                     |   |
|----------|-------------------------------------|---|
| GSCI 161 | Medical Terminology I               | 3 |
| MA 112   | Introduction into Medical Assisting | 4 |
| CS 101   | Computer Fundamentals I             | 4 |
| PSYC 101 | Psychology of Human Relations       | 3 |
| GSCI 162 | Medical Terminology II              | 3 |