

# CERTIFICATE IN MEDICAL ASSISTING

(34.25 hrs.)

CIP: 51.0801

School of Health and Sciences, (505) 428-1457

This three semester program encompasses the competencies necessary for a professional Medical Assistant. Specific education includes performing administrative and clinical procedures in settings such as physician offices, clinics and ambulatory settings. Courses are sequenced to build skill level. Medical Assisting is a growing occupation in New Mexico and the United States. This program of study is oriented to students who have an aptitude for organization and health-care systems.

The goal of the program is to prepare competent entry-level medical assistants in the knowledge, skills and behavior learning domains essential to providing competent and caring services.

## PROGRAM OUTCOMES

Upon completion of this program, students will be able to:

- Perform major operational functions of the medical office, including basic medical bookkeeping, scheduling and other office functions.
- Communicate effectively and compassionately with patients of varying ages, cultures and education levels.
- Communicate effectively and professionally with medical personnel.
- Accurately and safely perform laboratory testing and specimen preparation.
- Measure vital signs and prepare patients for examinations and clinical tests.
- Demonstrate a basic understanding of the anatomy and physiology of the human body.
- Demonstrate an understanding of various biomedical legal and ethical issues.

## PROGRAM PREREQUISITES

ENGL 111      Composition and Rhetoric (3)

[or]

ENGL 119      Professional Communication (3)

MATH 102      Basic Algebra (4)

[or]

BSAD 112      Business Math (3)

OFTC 111L      Business Software Essentials (4)

NOTE: Skill Level Equivalent are prerequisites for entering the Certificate in Medical Assisting Program and must be completed before applying to the program. Other related requirements can be taken before or during the medical assistant program.

## CORE REQUIREMENTS: (27.25 HRS.)

EMSI 151L      Basic Life Support – CPR (.25)

HLCR 113      Medical Terminology (3)

HLCR 235      Pharmacology for Allied Health (2)

MAST 115      Medical Assistant Administrative Procedures (2)

MAST 120      Medical Assistant Clinical Procedures I (3)

MAST 125      Medical Assistant Laboratory Procedures I (2)

MAST 210      Medical Office Insurance and Finance (3) \*

MAST 220      Medical Assistant Clinical Procedures II (3) \*

MAST 225      Medical Assistant Laboratory Procedures II (2) \*

MAST 290 Medical Assistant Capstone Course (1)  
MAST 298 Medical Assistant Internship (3)  
PHIL 246 Biomedical Ethics (3)

**RELATED REQUIREMENTS: (7 HRS.)**

BIOL 136 Non-Majors Anatomy and Physiology (3)  
BIOL 136L Non-Majors Anatomy and Physiology Lab (1)  
PSYC 111 Psychology I (3)  
[or]  
PSYC 290 Developmental Psychology (3)

\*These courses have core prerequisites

NOTE: See “College Success Course Requirement” on Page 10.

**TOTAL 34.25 CREDITS**