

## CERTIFICATE OF COMPLETION MEDICAL CLERICAL

The Medical Assistant: Certificate of Completion in Medical Clerical prepares students to perform initial clerical duties in hospitals, medical clinics, and other medical facilities. The graduate will be prepared to schedule and receive patients, obtain patient data, maintain medical records, and assume general medical office responsibilities.

### PROGRAM STUDENT LEARNING OUTCOMES

Upon successful completion of this program the student will be able to:

- Demonstrate general knowledge of medical terminology, anatomy and physiology, and medical law and ethics.
- Demonstrate proficiency in medical office administrative practices.
- Demonstrate proficiency in word processing.

### GRADUATION REQUIREMENTS

Students must complete a minimum of 50 credit hours with a minimum Grade Point Average (GPA) of 2.0 (C) average or better. All courses in this program must be completed with a 'C' or better. Fifteen (15) of the last 30 credits must be earned at Southwestern before the Certificate of Completion Medical Clerical is awarded.

Complete the graduation application process one term prior to the term of completion (i.e., spring term graduates must apply during winter term).

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| <b>PREREQUISITES</b> | <b>OA121 (3)</b><br>Keyboarding I | Reading Score of<br>ASSET39 COMPASS69 | <b>CIS101 (2)</b><br>Computers in Society | <b>MTH20 (4)</b><br>Basic Mathematics <sup>1</sup> | <b>WR90 (3)</b><br>Paragraph Fundamentals<br>(or placement test score) |
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| <b>FALL = 16 CREDITS</b> | <b>OA124 (3)</b><br>Keyboard Skillbuilding | <b>AH111 (3)</b><br>Medical Terminology I | <b>CIS120 (4)</b><br>Concepts of Computing | <b>AH121 (3)</b><br>Body Structures and<br>Functions I | <b>AH100 (1)</b><br>Intro to Healthcare<br>Careers | <b>AH101 (2)</b><br>Intro to Professionalism in<br>Healthcare |
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| <b>WINTER = 16 CREDITS</b> | <b>BA285 (3)</b><br>Human Relations in<br>Organizations | <b>AH112 (3)</b><br>Medical Terminology II | <b>HIM110 (5)</b><br>Health Information<br>Systems | <b>AH122 (3)</b><br>Body Structures and<br>Functions II | <b>AH152 (2)</b><br>Medical Law and Ethics |
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| <b>SPRING = 16 CREDITS</b> | <b>WR115 (3)</b><br>Introduction to Expository<br>Writing (or higher) | <b>MTH70 (4)</b><br>Elementary Algebra<br>(or higher) | <b>AH150 (3)</b><br>Medical Office Coding | <b>OA116 (3)</b><br>Office Procedures | <b>AH151 (3)</b><br>Reimbursement<br>Management |
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### 48 CREDITS = FIRST YEAR TOTAL REQUIREMENTS

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| <b>Summer = 2 CREDITS</b> | <b>AH2280 (2)</b><br>Cooperative Work<br>Experience |
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### 2 CREDITS = SECOND YEAR TOTAL REQUIREMENTS

### 50 CREDITS = TOTAL PROGRAM REQUIREMENTS