

## CAREER PATHWAY CERTIFICATE OF COMPLETION: MEDICAL AIDE

The Medical Assistant: Career Pathway Certificate of Completion: Medical Aide prepares students to work in a medical office or as an aide in a healthcare setting. Medical clerical workers or aides will process and transmit information to physicians, patients, and office personnel and outside organizations. These activities require a good command of the English language, medical terminology, and a basic understanding of the structure and functions of the human body. Medical clerical workers or aides must be tactful in their dealings with many different people, and therefore should possess excellent interpersonal skills. Discretion, judgment, organizational ability, and initiative are important, as well as versatility and adaptability. Conscientiousness, a sense of responsibility, and respect for the confidential nature of medical information are also required. Sample jobs/titles include: Home Health Aide, Caregiver, Personal Care Attendant, Residence Assistant, Office Clerk/Receptionist.

### PROGRAM STUDENT LEARNING OUTCOMES

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

- Apply prefix, suffix, and root word meanings related to human body systems, to the pathology, diagnostic procedures and treatments associated with these systems.
- Describe normal structure and function of all human body systems.
- Demonstrate effective communication skills (listening and speaking) that can be applied in future employment settings.

### GRADUATION REQUIREMENTS

Students must complete a minimum of 32 credit hours with a minimum Grade Point Average (GPA) of 2.0 (C) average or better. All courses this program must be completed with a 'C' or better. Nine (9) of the last 12 credits must be earned at Southwestern before the Medical Assistant: Career Pathway Certificate of Completion: Medical Aide 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).

