

Medical Assisting – Clinical

Certificate Program

Career Pathway and Career Cluster: *Health Sciences*

[Gainful Employment Information \(www.swmich.edu/academics/employment\)](http://www.swmich.edu/academics/employment)

Program Advisor: Admissions
(269) 782-1499

This program is a one year certificate in medical assisting, designed for a person to work in the clinical side of a medical office or clinic. Medical Assistants perform routine clinical tasks to keep the offices and clinics of physicians running smoothly. Clinical duties may include such things as taking medical histories, recording vital signs, explaining treatments to patients and preparing them for procedures. They may also collect and prepare laboratory specimens or perform basic lab tests. They instruct patients about medication, prepare and administer medication, take electrocardiograms and perform numerous other clinical duties. Salary ranges vary depending upon the type of position obtained.

Prerequisites

- ◆ Some of the courses in this curriculum have specific prerequisites that may not be listed as part of the certificate requirements. These are described in the course descriptions.
- ◆ Students will be required to pay for and undergo a criminal background check and drug screen.

Course Sequence

- ◆ Students must complete the prerequisites for the program before they can enroll in the core medical assistant courses.

Course	Credits
Prerequisites	
BIOL 110 Human Biology	4
HEED 101 Medical Terminology	3
HEED 118 Introduction to Health Care Systems	1
ISYS 110 Intro to Computer Technology (or competency)	(3)
MATH 101 Introductory Algebra	4
PSYC 101 General Psychology	3
SPEE 104 Introduction to Human Communication	3

NOTE: *Prerequisites of the program must be completed before the Medical Assistant courses can be taken.*

Program Requirements

HEED 137 Disease Overview	3
MEDA 210 M.A. Clinical Procedures	5
MEDA 211 M.A. Pharmacology	3
MEDA 212 Diagnostic/Lab Procedures	4
MEDA 240 Medical Assisting Clinical Internship	3

Total Program Credits 36