



**Certificate 3210 Medical Assisting
Effective Fall 2018**

37 Credits

This is an overview of the program. Any suggested course sequencing is meant to serve as a guideline for your semester planning. Students are expected to see your assigned advisor to develop and review their individual educational plans. The scheduling of courses, program sequencing and curriculum are subject to change.

Developmental Courses (as determined through College Placement Testing)* and Prerequisites:
* Zero level courses must be completed with a C grade or higher.

<input type="checkbox"/>	ESL classes	<input type="checkbox"/>	Engl 050	<input type="checkbox"/>	Math 006			
<input type="checkbox"/>	Engl 002	<input type="checkbox"/>	Engl 051	<input type="checkbox"/>	Math 090			
<input type="checkbox"/>	Engl 003	<input type="checkbox"/>	Engl 057	<input type="checkbox"/>	Math 008			
<input type="checkbox"/>	Engl 007			<input type="checkbox"/>	Math 022			

*See counselor/advisor to discuss this course or options to self-remediate and successfully place into higher- or college-level course.

Required Program Courses

BIOL 111 OR BIOL 121	3 cr OR 4 cr	Introduction to Human Biology OR Anatomy & Physiology I	Pre-req: ENGL 003, 007, or 057 with grade of C or higher OR Pre-req: completion of developmental reading and writing; High school academic biology and chemistry or HACC equivalent (BIOL 108/111/115; CHEM 100)
CIS 105	3 cr	Introduction to Software for Business	Pre-req: ENGL 057 or a combination of ENGL 003, or 007 and 051 with grades of C or higher

Required Program Courses

MA 110 – can be taken prior to applying to clinicals – points are assigned; see admission criteria on health career website www.hacc.edu/healthcareers	3 cr	Medical Terminology - Co-Requisite: BIOL 111/121
MA 140	4 cr	Intro to Medical Assisting
MA 142	3 cr	Intro to Medical Laboratory Techniques
MA 150 – can be taken prior to applying to clinicals – points are assigned; see admission criteria on health career website www.hacc.edu/healthcareers	3 cr	Pathophysiology for Medical Assisting – Pre/Co-requisite BIOL 111 or 121 with a grade of C or higher; Co-requisite: MA 110
MA 200	3 cr	Pharmacology for Medical Assisting
MA 201	1 cr	Pharmacology Laboratory
MA 212	4 cr	Ambulatory Care Clinical Procedures
MA 213	3 cr	Medical Insurance & Billing
MA 220	3 cr	Medical Office Administration
MA 230	4 cr	Medical Assisting Externship

Recommended Sequence For Full-Time Students

Part-time students can complete this program by taking one or more courses each semester.

Fall Semester I		Spring Semester I		Summer Semester I	
MA 110	3 cr	MA 150	3 cr	MA 230 (6 weeks, usually full-time 240 hours externship)	4 cr
MA 140	4 cr	MA 200	3 cr		
MA 142	3 cr	MA 201	1 cr		
MA 213	3 cr	MA 212	4 cr		
		MA 220	3 cr		

Advising Notes

- A grade of C or higher is required in all BIOL, CIS, and MA courses.
- Prior to submission of a clinical application, students are required to meet with the Program Advisor /Director.
- Admission into the clinical program is selective – see admission criteria on health career website www.hacc.edu/healthcareers.
- Check your HAWKmail and the health careers website regularly for program information and updates.

Program Advisor and Director : Malinda Rettinger, 717-221-1392, msrettin@hacc.edu
Counselor/Advisor Contact Information by Campus:

<u>Gettysburg</u>	<u>Harrisburg</u>	<u>Lancaster</u>	<u>Lebanon</u>	<u>York</u>
Student Services	Malinda Rettinger	Counseling and Advising	Receptionist Desk	Counseling and Advising
Lobby	717-221-1392	221 Main	Lobby	Leader Suite 104
717-337-3855	msrettin@hacc.edu	717-358-2988	717-270-4222	717-801-3213

LR/Feb2019