

Area of Interest: Nursing, Health & Emergency Careers**Certificate:** Medical Assistant**College Catalog:** [2022-2023](#)**Program Location:** Superstition Mountain Campus

Program Description: This Certificate prepares competent entry-level Medical Assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains as established by the Commission on Accreditation of Allied Health Education Programs upon the recommendation of the Medical Assisting Education Review Board (MAERB). The certificate prepares individuals to perform administrative and clinical procedures in ambulatory settings, including physicians' offices, clinics, and group practices.

Contact Information: Susan Horn (Program Director) susan.horn@centralaz.edu **Advising:**

nhec.advisor@centralaz.edu

Area of Interest Website: [Nursing, Health & Emergency Careers](#)**Legend**

| | | |
|-------------------------------------|------------------------|----------------------------|
| Bold Course =Required Course | Recommended Course (R) | Stackable Certificate (SC) |
|-------------------------------------|------------------------|----------------------------|

AGEC Course list (Arizona General Education Curriculum)

| | | | |
|-------------------------------------|----------------------------------|-------------------------------|---|
| Written Communication (WC) | Oral Communication (OC) | Arts/Humanities (AH) | Social/Behavioral Science (SB) |
| Lab Science (LS) | Mathematics (M) | Core Course (CC) | Specialty Requirements (SR) |

Pre-Degree Requirements:**Before applying to the program, students need to have completed the following:**

High school diploma or GED.

Apply for admission to the program with the Medical Assisting Program Director before enrollment in the program.

Semester 1: New Students-Find your suggested starting point for [English/Reading & Math courses](#).

| | COURSE | CREDITS | SEMESTER/GRADE | NOTES |
|----|---|-----------|--|------------|
| CC | BIO160 Intro to Human Anatomy & Physiology | 4 | | |
| CC | HCC116 Medical Terminology | 3 | | |
| CC | MDA140 Medical Assisting Skills I | 5 | | Fall only. |
| SR | MDA171 Administrative Medical Procedures | 4 | | Fall only. |
| | Semester Credits | 16 | Meet with your CAC advisor each semester! | |

Semester 2

| | COURSE | CREDITS | SEMESTER/GRADE | NOTES |
|----|--|-----------|---|--------------|
| SR | HCC174 Pathopharmacology for Health Occupations | 5 | | Spring only. |
| CC | MDA139 Fundamentals of Medical Assisting | 4 | | Spring only. |
| SR | MDA141 Medical Assisting Skills II | 5 | | Spring only. |
| | Semester Credits | 14 | Apply for graduation and attend career events! | |

Semester 3

| | COURSE | CREDITS | SEMESTER/GRADE | NOTES |
|----|---|-----------|----------------|--------------|
| SR | MDA174 Medical Assistant Certificate Practicum | 4 | | Summer only. |
| | Semester Credits | 4 | | |
| | Total Degree Credits | 34 | | |

Arizona Resident Tuition for 2022-2023 is \$50 per credit hour, see [Paying for College](#). Financial aid may be available.

Career Information

CAC Career Center: centralaz.edu/career FREE CAC career resources and assistance.

O*NET OnLine: Visit onetonline.org and search for:

- Education needed for specific occupations
- Occupation tasks, knowledge, skills and abilities
- Salary/wages for specific occupations (\$)

Transfer Information

CAC University Transfer Center: centralaz.edu/transfer FREE CAC transfer resources and assistance.

Note: Use this Program MAP as a guide to choose courses with your advisor and track progress towards milestones and completion of program. Work with an advisor to customize your plan to align with your specific career and/or transfer goals.

Part-Time Students: Plans can be modified to fit the need of part-time students by adding more semesters.

Student Name:

Student ID Number: 880

Advisor Name:

Date: