

**CERTIFICATE****Medical Assisting****Total Credit Hours:** 38-39**About** Medical Assisting

Medical Assistants are the only allied health professionals specifically trained to work in ambulatory settings, such as physician's offices, clinics, and group practices. These multi-skilled personnel can perform administrative and clinical procedures. Physicians value this unique versatility more and more, as managed care necessitates the need to contain costs and manage human resources efficiently. Medical Assistants are trained allied health professionals who work primarily in physicians' offices, and outpatient clinics under the direct supervision of a physician. One portion of the training concentrates on administrative medical assisting, which provides a suitable background for employment in health maintenance organizations, home health care organizations, and nursing homes. Upon completion of the Medical Assisting Program, students will be prepared for the Registered Medical Assistant (RMA) national certification examination through the American Medical Technologists (AMT), an affiliated partner with Guam Community College.

Note: The student must have a "C" or better in all courses to receive a Certificate in Medical Assisting. Students must pass each course with a "C" or better to continue toward the next course in the program. Those students who do not successfully complete a core technical or related

technical requirement course will have to wait a minimum of one year for reentry.

REQUIREMENTS FOR CERTIFICATE

Major Requirements		
Course	Course Name	Credits
English (Choose 1)		
EN110	Freshman Composition	3
EN110A	Freshman Composition with Instructional Lab	4
Course	Course Name	Credits
MA108	Introduction to College Algebra OR placement examination	3
Course	Course Name	Credits
HL120	Medical Terminology	2
HL131	Basic Life Support for Health Care Providers	1
HL190	Introduction to Anatomy and Physiology for Allied Health Professionals	4
MS 125	Clinical Medical Assisting: Clinical	1
MS101	Introduction to Medical Assisting	3
MS120	Clinical Medical Assisting	3
MS121	Clinical Medical Assistant: Laboratory	2
MS140	Administrative Medical Assisting: Theory	2
MS141	Administrative Medical Assisting: Laboratory	2
MS145	Administrative Medical Assisting Clinical	1
MS160	Introduction to Pharmacology	2
MS161	Administration of Medications: Laboratory	1
MS180	Introduction to Clinical: Laboratory	2
MS210	Medical Assisting Critique	1
MS292	Medical Assisting Practicum	5
Program Total		38-39

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GENERAL REQUIREMENTS FOR CERTIFICATE

General Requirements for Certificates

Effective fall Semester 2003, several academic policy changes were implemented to ensure that students are adequately prepared to meet business and industry standards. All Undeclared or newly Declared Students enrolled

in regularly scheduled postsecondary courses must be enrolled in or must have completed developmental coursework for Math and English or have successfully placed into post-secondary Math and English (or equivalent).

Students must fulfill the English general education requirement by the time they have enrolled in 12 credits of classes. This means that students may take only nine (9) credits before they must begin meeting the general education requirements. All declared students in Certificate programs will be required to successfully complete minimum general education course requirements. For more information, refer to the Admissions Information, General Education Policy section of this catalog.

A. General Education Requirements

Students must demonstrate proficiency in reading, writing, understanding and speaking English as indicated by one of the following:

- Test out of the English Placement Test (or equivalent), or
- Satisfactory completion of EN097 courses and
- Test out of the Math Placement Test (or equivalent), or
- Satisfactory completion of MA098 course

*Students in the Certificate of Construction Technology program can successfully complete their math requirements with MA094 Mathematics for the Trades in lieu of MA098 Intermediate Algebra.

B. Major Requirements. Total Major Requirements vary by program. Minimum Total Credits Required for a Certificate is 30 credits.

* No course may be counted for both Major and General Education requirements.

** Placement testing is not mandatory for admission to the College. Completion of placement testing or equivalent, however, is required for enrollment into English and mathematics courses. Therefore, students who plan to enroll full-time in a program should take the placement test to be eligible for a full load of courses.

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[Student Learning Outcomes](#)

Upon successful completion of the Certificate in Medical Assisting program, students will be able to:

1. Navigate through an electronic health record system and practice management software.
2. Explain the need for Medical Law and Ethics.
3. Examine the purpose of Healthcare Policy and Procedures.

Check out some of these amazing Medical Assisting courses...

MS160 Introduction to Pharmacology

This course provides the students with the principles of pharmacology that includes identification and classifications of medications including the indications for use, desired effects, side effects, and adverse reactions. This course also includes interpretation of abbreviations and symbols, familiarization of local and federal standards and

legislation as they relate to medications and their administration. The usage of appropriate references for obtaining drug information, and the demonstration of pharmacology related mathematics to include measurement conversions, and proper dosage calculations will also be key course content.

[+ More Info](#) [1]

HL131 Basic Life Support for Health Care Providers

This course provides students with the knowledge and skills necessary in an emergency such as rescue breathing and cardiopulmonary resuscitation (CPR). This course is a related technical requirement for the Certificate and Associate of Science in Medical Assisting.

[+ More Info](#) [2]

You may also be interested in these related Programs...



[3]

[Associate of Science in Office Technology](#) [3]

This program provides training in skills used within the business office such as business correspondences, Microsoft Office applications, office procedures, basic accounting, customer service, and business communications. Upon completion, students will be trained to perform as a future office manager. Related job titles include executive administrative assistant, clerk, customer service support, and executive secretary.

[+ More Info](#) [3]



[4]

[Associate of Science in Medical Assisting](#) [4]

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[+ More Info](#) [4]



[5]

[Certificate in Emergency Management](#) [5]

Emergency Management graduates will be able to apply basic emergency management skills in the event of natural and manmade disasters. Graduates will be able to implement the four major areas of emergency management, namely, mitigation, preparation, response, and recovery. The Emergency Management program utilizes the Emergency Management Institute's Independent Study (IS) courses to prepare graduates to apply leadership skills, to communicate effectively, to solve problems, to plan, to work as a team, to operate within the legal system and governmental framework for emergency management, to analyze risks and hazards, and to manage resources efficiently.

[+ More Info](#) [5]