

# Medical Assistant

Do you want to make a difference in the lives of others? Enroll today at Highline Community College and begin your career as a medical assistant. As vital partners to physicians, medical assistants perform a wealth of administrative and clinical tasks to increase productivity in medical offices.

With self-paced modules, flexible registration, and open-entry enrollment, Highline makes it easy for you to get started. Once you've earned an Associate of Applied Science Degree, you'll be eligible to sit for the Certified Medical Assistant (CMA) certification exam.

In this accredited program you'll garner the skills and knowledge to obtain a rewarding, challenging position in the healthcare field. Call for more information and program requirements, and you'll be on the road to a making a difference in your life...and the lives of others.



## Graduate Credentials

### Associate of Applied Science Degree (AAS)

This degree is rapidly becoming the credential preferred by employers for entry-level employment. In addition to specific job skills, graduates will receive education in communication skills, computational skills, applied sciences, computer literacy, human relations and social science. An AAS can be earned in 2 years.

For more information contact:

**Babs Cerna**

206-878-3710, ext 3493

bcerna@hcc.ctc.edu

or

**Mandie Wilson**

206-878-3710, ext 3494

mwilson@hcc.ctc.edu

## Associate of Applied Science Degree

### Course Curriculum

MED A 110	Health Care Careers	3
MED A 112	Term, Anatomy, Physiology 1	1
MED A 114	Federal Regulations/Guidelines	1
MED A 116	Introduction to Pharmacology	1
MED A 122	Medical Law, Ethics & Bioethics	2
MED A 124	Term, Anatomy, Physiology 2	1
MED A 126	Pharmacology/Digestive	1
MED A 128	Asepsis, History, Vitals	3
MED A 130	Facility Environment	1
MED A 132	Term, Anatomy, Physiology 3	1
MED A 134	Pharmacology/Urinary System	1
MED A 136	Physical Examination	2
MED A 138	Medical Specialties I	2
MED A 142	Term, Anatomy, Physiology 4	1
MED A 144	Pharmacology/Female Reproductive	1
MED A 146	Medical Specialties II	2
MED A 148	Telephone/Scheduling	1
MED A 150	Medical Records Management	1
MED A 152	Written Communications	1
MED A 154	Term, Anatomy, Physiology 5	1
MED A 156	Pharmacology/Male Reproductive	1
MED A 158	Assist with Minor Surgery	1
MED A 160	Term, Anatomy, Physiology 6	1
MED A 162	Pharmacology/Nervous System	1
MED A 164	Rehabilitation Medicine	1
MED A 166	Dosage Calculation & Injections	2
MED A 168	Medical Office Insurance I	1
MED A 200	Term, Anatomy, Physiology 7	1
MED A 202	Pharmacology/Cardiovascular	1
MED A 204	Electrocardiography	1
MED A 206	Medical Office Insurance II	1
MED A 208	Term, Anatomy, Physiology 8	1
MED A 210	Pharmacology/Respiratory	1
MED A 212	Intro to Medical Lab Procedures	1
MED A 214	Managing Finances	2
MED A 216	Term, Anatomy, Physiology 9	1
MED A 218	Pharmacology/Anti-Infective	1
MED A 220	Hematology/Venipuncture	2
MED A 230	Intro to Medical Transcription*	2
MED A 232	Term, Anatomy, Physiology 10	1
MED A 234	Pharmacology/Musculoskeletal	1
MED A 236	Urinalysis Procedures	1
MED A 238	Nutrition and Health	1
MED A 240	Externship (non paid)	7
MED A 242	Term, Anatomy, Physiology 11	1
MED A 244	Pharmacology/Integumentary	1
MED A 246	Medical Manager Simulation I	1
MED A 250	Term, Anatomy, Physiology 12	1

MED A 252	Pharmacology/Sensory System	1
MED A 256	Medical Manager Simulation II	1
MED A 258	Specialty Lab Tests	1
MED A 260	Emergency/First Aid	2
MED A 262	Term, Anatomy, Physiology 13	1
MED A 264	Pharmacology/Endocrine	1
MED A 268	AIDS Seminar	1
MED A 270	Term, Anatomy, Physiology 14	1
MED A 272	Pharmacology/Antineoplastic	1
MED A 276	Office/HR Management	1
MED A 278	Employment Strategies	1

**Total MED A Credits 78**

### The following classes are also required:

BUSN 121	5
OFF 217	5
WRIT 101	5
BUSN 160	5
	20

**Total Required Credits to Earn an AAS 98**

\* Suggest OFF 217, or equivalent knowledge, prior to taking this class.



**We're  
Saving You  
a Seat.**



For information on applying to Highline Community College or to receive an admissions packet, please contact:

**Entry Services**  
(206) 878-3710 ext. 3181  
TDD: (206) 870-4853  
[www.highline.ctc.edu](http://www.highline.ctc.edu)

Highline Community College  
2400 South 240th Street  
Des Moines, WA 98198-9800

*Main entrance located one block west of Pacific Highway South and 240th Street intersection.*



Tuition is set by the Washington State Legislature and is subject to change.

Tuition for Fall 2001 is:  
Full-time Residents \$581.00\*  
Full-time Non-Residents \$2,287.00\*

\* There are additional costs for books, supplies, and lab fees.

This publication was developed with funds from the Carl D. Perkins Act. The contents of this brochure shall not be construed as a contract between Highline Community College and prospective or enrolled students. Every effort has been made to insure its correctness, but college regulations and program requirements may change during the period in which it is in force. In the event of a change in regulations or program requirements, the current regulations all govern. Highline Community College provides equal opportunity in education and employment and does not discriminate on the Highline Community College basis of race, color, national origin, sex, or disability.

# Medical Assistant

*Curriculum Guides*

