

# MEDICAL ASSISTANT

---

## Certificate of Completion

#38108

This certificate prepares students for entry-level positions within administrative or clinical career paths. Students will learn about the medical assistant scope of practice, tasks, and responsibilities, basic pharmacology for medical assistants, and medical front office operations. Topics also include a basic overview of major body systems and physiological processes, examinations and therapeutic modalities, laboratory procedures, and an overview of qualifications, training, and career opportunities for medical assistants.

## Program Learning Outcomes

- Students will be prepared to enter into entry-level medical assistant jobs.
- Students will demonstrate job readiness skills.
- Students will progress through the health career ladder by enrolling in further health career programs.

Review [Student Learning Outcomes \(SLOs\)](#) for this program.

## Required Courses

Course Prefix	Course Name	Units
VOC MAST	Medical Assistant	
VOC HTH06	Health Careers Employability Skills	

## Recommended Electives

Course Prefix	Course Name	Units
VOC HTH12	Medical Terminology	
VOC ANA50	Basic Anatomy and Physiology	
VOC HTH05	Health Careers Skills Lab (HCRC)	