

<b>STUDENT NAME</b>		<b>SID #</b>	
<b>PROGRAM CHAIR</b>		<b>DATE</b>	

PROGRAM REQUIREMENTS			Requested Substitution/Transfer Credits (if applicable)			Completed		
Course	Course Title	CR	College/University	Course	CR	Grade	Quarter	Year
<b>CORE COURSEWORK</b>								
<b>AHE 100</b>	Introduction to Healthcare	5						
<b>AHE 110</b>	Medical Terminology	5						
<b>AHE 120</b>	Safety for Healthcare	2						
<b>AHEA 100</b>	Medical Law and Ethics	3						
<b>AHEA 102</b>	Introduction to Medical Administration	5						
<b>AHEA 104</b>	Introduction to Billing and Coding	5						
<b>AHEA 106</b>	Medical Computer Systems	5						
<b>AHEL 110</b>	Introduction to Phlebotomy	5						
<b>AHEL 120</b>	Introduction to Clinical Laboratory	5						
<b>AHEM 120</b>	Clinical Skills	3						
<b>AHEM 122</b>	Clinical Diagnostics	3						
<b>AHEM 124</b>	Clinical Procedures	3						
<b>AHEM 128</b>	Medical Assistant Practicum	5						
<b>AHEP 100</b>	Introduction to Pharmacology	3						
<b>AHEP 101</b>	Medical Calculation & Administration	3						
<b>BIOL 125</b>	Survey of Human Diseases	5						
<i>Choose one option from the following Anatomy and Physiology courses:</i>		<b>5-12</b>						
<b>AHE 130</b>	Human Systems (5 Cr)							
<b>BIOL 108*</b>	Human Biology (6 Cr)							
<b>BIOL&amp; 241**</b>	Human Anatomy and Physiology I (6 Cr) and							
<b>BIOL&amp; 242**</b>	Human Anatomy and Physiology II (6 Cr)							
<i>Choose from the following Diversity and Communication courses:</i>		<b>5</b>						
<b>AHE 140</b>	Professional Relationships in Healthcare (5 Cr)							
<b>BUS 120</b>	Organizational Behavior (5 Cr)							
<b>CMST 280*</b>	Intercultural Communication (5 Cr)							
<i>Choose at least 3 credits from the following Wellness courses:</i>		<b>3-5</b>						
<b>HLTH 145*</b>	Wellness for Healthcare (3 Cr)							
<b>HLTH 250</b>	Wellness (5 Cr)							
<b>NUTR 100</b>	Survey of Nutrition (5 Cr)							
<b>NUTR&amp; 101**</b>	Nutrition (5 Cr)							
<i>Choose 5 credits from the following Information Technology courses:</i>		<b>5</b>						
<b>BTS 161</b>	Business Software Essentials (5 Cr)							
<b>CS 101</b>	Technology and Computer Science (5 Cr)							
<b>IT 101*</b>	Introduction to Information Technology (5 Cr)							
<b>TOTAL</b>		<b>83-92</b>						

\* Standard department recommendation. Alternative choices are accepted, to support students' educational and professional goals.

\*\*See Catalog for defined prerequisite or placement standards.

The Medical Assistant program prepares students to fulfill the growing need for medical professionals following the implementation of the Affordable Care Act. Our comprehensive program meets requirements of Washington State Medical Assisting law and prepares the students for the State Certification exam. No prior knowledge of medical assisting is required to enter the program.

**LEARNING OUTCOMES:**

Certificate recipients should possess the following skills & abilities:

- Be prepared to obtain an entry-level position in their field
- Be prepared to work in ambulatory settings performing administrative and clinical duties
- Meet CAAHEP Standards in the areas of cognitive and psychomotor skills (these standards are required by WA State as of July 2013)
- Be prepared to pass credentialing and State exams and/or requirements
- Demonstrate critical thinking, teamwork, communication, intercultural appreciation, and technical and information literacy skills
- Meet Social Science, Humanities, Written Communication, and Quantitative Reasoning distribution area outcomes
- Students are required to demonstrate competencies in a wide variety of skills (over 100 skills)

**FOR MOST UP-TO-DATE INFORMATION, GO TO:**

*[www.bellevuecollege.edu/programs/degrees/proftech/ahel/#certificateAchievement\\_medical\\_assistant](http://www.bellevuecollege.edu/programs/degrees/proftech/ahel/#certificateAchievement_medical_assistant)*

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