

Highland Community College Medical Assistant Student Checklist

- _____ HOBET V
- _____ Official transcripts on file with Admissions **and** Nursing/Allied Health Department
- _____ 3 Letters of Recommendation
- _____ Service to others form
- _____ Personal Statement

Pre-req courses:

- _____ ENGL 121 Rhetoric & Composition I
- _____ BIOL 120 Foundations of Anatomy & Physiology
- _____ SPCH 191 Fundamentals of Speech Communication
- _____ LIBS 199 First Year Experience
- _____ PSY 161 Introduction to Psychology

*The following support courses are not required to be completed for entrance in the medical assistant program. It is recommended to complete a few and or all of the support courses before entering the medical assistant program.

***Support courses:**

- _____ ITHC 100 Medical Terminology I
- _____ ITHC 101 Medical Terminology II
- _____ ITHC 102 Medical Terminology III
- _____ ITHC 201 Medical Coding
- _____ BUSN 141 Business Communications
- _____ INFT 180 Introduction to Information Systems
- _____ ITHC 155 Medical Transcription

Please contact Alicia Kepner, Medical Assistant Program Coordinator, if you have any questions or would like to set up an appointment at 815-599-3682, by email at, Alicia.kepner@highland.edu