

**Medical Assisting Certificate Program  
Core Abilities**

| MAS 108   | MAS 110 | MAS 111 | MAS 113 | MAS 116 |  |  |
|---|---------|---------|---------|---------|--|--|
| <b>Level:1=Introductory, 2=Developing, 3=Proficient<br/>Emphasis: L=Low M=Medium H=High</b> |         |         |         |         |  |  |

**1. Think critically: The ability to explore issues critically and draw logical conclusions through comprehensive examination of evidence.**

|                                      |    |    |    |    |    |  |  |
|--------------------------------------|----|----|----|----|----|--|--|
| 1.1. Explanation of issues           | 1M | 1M | 1M | 2M | 2M |  |  |
| 1.2 Evidence                         | 1M | 1M | 1M | 2M | 2M |  |  |
| 1.3 Conclusions and related outcomes | 1M | 1M | 1M | 2M | 2M |  |  |

**2. Information literacy: The ability to know what information is needed, evaluate information sources critically, and use information effectively to convey a message.**

|  |    |    |    |    |    |  |  |
|--|----|----|----|----|----|--|--|
| 2.1 Determine the extent of information needed | 1M | 1M | 1M | 2M | 2M |  |  |
| 2.2 Evaluate information sources critically    | 1M | 1M | 1M | 2M | 2M |  |  |
| 2.3 Use information to convey a message        | 1M | 1M | 1M | 2M | 2M |  |  |
| 2.4 Correctly apply information use strategies | 1M | 1M | 1M | 2M | 2M |  |  |

**3. Social and ethical responsibility: The ability to exhibit social and ethical responsibility through self-awareness and ethically evaluating perspectives and concepts of diverse communities and cultures.**

|  |    |    |    |    |    |  |  |
|--|----|----|----|----|----|--|--|
| 3.1 Ethical self-awareness                             | 1M | 1M | 1M | 2M | 2M |  |  |
| 3.2 Diversity of communities and cultures              | 1M | 1M | NA | 2M | 2M |  |  |
| 3.3 Evaluation of ethical perspectives and/or concepts | 1M | 1M | 1M | 2M | 2M |  |  |

**4. Communicate effectively: The ability to use appropriate, relevant content to convey a central message, oral or written, that considers purpose, context, and audience.**

|                         |    |    |    |    |    |  |  |
|-------------------------|----|----|----|----|----|--|--|
| 4.1 Central message     | 1M | 1M | 1M | 1M | 1M |  |  |
| 4.2 Context and purpose | 1M | 1M | 1M | 1M | 1M |  |  |
| 4.3 Delivery            | 1M | 1M | 1M | 1M | 1M |  |  |