Medical Assistant

Certificate

The Medical Assistant program is to prepare the student for employment as an entry level Medical Assistant. Students graduating from this program will have the necessary skills to obtain employment in the medical field working in both administrative and clinical areas within the health care field. The student will possess a broad range of administrative skills to educate patients and support business aspects of the medical organization, and the clinical skills to support the medical staff. Students will possess the requisite skill and knowledge to obtain a national Medical Assistant certification at the end of the course of study. Classes listed below are not necessarily taught in the sequence shown. The Medical Assistant program requires 8months/2 semesters to complete. *Program Prerequisites: None*

Learning Objectives:

To prepare the student with the knowledge and necessary skill to enter the medical field as a multi-skilled professional assisting in patient care management.

To develop clinical skills including phlebotomy and clinical fundamentals. Acquire knowledge in general education content.

COURSE NUMBER		COURSE NAME	CREDIT HOURS
First Semester			
OFA	120	Office Administration I ◇	2
OFA	122	Office Administration II ◇	3
CIS	120	Computer Concepts ◇	4
CIS	120-L	Computer Concepts Lab ◇	1
MED	110	Medical Terminology ◇	4
MED	112	Pharmacology ◇	3
MED	140	Anatomy & Physiology ◇	4
MED	180	Electronic Medical Records ◇	2
Second Semester			
OFA	104	Electronic Transcription ◇	2.5
MED	150	Phlebotomy ◇	2
MED	160	Clinical Fundamentals I ◇	3
MED	118	Introduction to Billing & Coding ◇	2
MED	164	Electrocardiography ◇	2
MED	260	Clinical Fundamentals II ◇	5
MED	152	Laboratory & Surgical Procedures ◇	3
EXT	104	Clinical Externship ◇	4
			Total Hours

46.50

◇ indicates core classes

MEDICAL ASSISTANT EMPLOYMENT OPPORTUNITIES

Doctor's Office Occupational Health Centers Long Term Care Facilities Hospitals

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