

Medical Assistant

Diploma Program

Contact Hours: 800

Semester Credits: 26

Instructional Weeks – Full Time: 32

Average Time to Complete – Full Time: 8 Months

Program Overview

Whether in a physician's office, a clinic, or hospital-owned physician network, the Medical Assistant performs many services on the physician's behalf. These may include admissions work, preparing the patient for examination or treatment, operating diagnostic equipment, and performing diagnostic procedures. The Medical Assistant is also responsible for the patient's medical records and insurance forms as well as for scheduling appointments and maintaining medical records for the physician.

Program Delivery

The Medical Assistant program is delivered in a blended format. Courses will be delivered entirely online, entirely on-ground or with an appropriate blend of both online and on-ground hours in the same course. Of the 800 program hours, a maximum of 400 course hours (50.0%) may be offered online.

Program Objectives

Upon completion of the Medical Assistant program, the student will possess the knowledge and skills required in the areas of anatomy, physiology, pathology, the body systems, medical terminology, medical front office procedures, venipuncture, laboratory diagnostic procedures, EKG, and administration of parenteral medications to function successfully in an entry-level position as a Medical Assistant in a clinic or a physician's office.

Course #	Course Title	Pre-Requisites	Co-Requisites	Theory Hours (Ground/Online)	Lab Hours (Ground/Online)	Externship Hours (Ground/Online)	Semester Credit Hours
CPSO1011	Career Path Success A			15 (0 / 15)	0	0	0.5
CPSO1012	Career Path Success B			15 (0 / 15)	0	0	0.5
CPSO1013	Career Path Success C			15 (0 / 15)			0.5
CPSO1014	Career Path Success D			15 (0 / 15)			0.5
CPSO1015	Career Path Success E			15 (0 / 15)	0	0	0.5
CPSO1016	Career Path Success F			15 (0 / 15)			0.5
MDCA1312	Medical Assisting A			40 (10 / 30)	40 (30 / 10)	0	3
MDCA1322	Medical Assisting B			40 (10 / 30)	40 (30 / 10)	0	3
MDCA1332	Medical Assisting C			40 (10 / 30)	40 (30 / 10)	0	3
MDCA1342	Medical Assisting D			40 (10 / 30)	40 (30 / 10)	0	3
MDCA1352	Medical Assisting E			40 (10 / 30)	40 (30 / 10)	0	3

MDCA1362	Medical Assisting F		40 (10 / 30)	40 (30 / 10)	0	3
MDCA1201	Externship I	CPSO1011 CPSO1012 CPSO1013 CPSO1014 CPSO1015 CPSO1016 MDCA1312 MDCA1322 MDCA1332 MDCA1342 MDCA1352 MDCA1362	0	0	115 (80 / 35)	2.5
MDCA1202	Externship II	MDCA1201	0	0	115 (80 / 35)	2.5
Subtotal			330 (60/270)	240 (180/60)	230 (160/70)	26

**These courses are offered online.*

For all students starting on or after July 11, 2022

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Course #	Course Title	Pre-Requisites	Co-Requisites	Theory Hours (Ground/Online)	Lab Hours (Ground/Online)	Externship Hours (Ground/Online)	Semester Credit Hours
MDCA1313	General Patient Care, Skeletal and Muscular Systems			55 (10 / 45)	40 (30 / 10)	0	3.5
MDCA1323	Medical Ethics, Nervous and Sensory Systems			55 (10 / 45)	40 (30 / 10)	0	3.5
MDCA1333	Office Procedures, Digestive and Reproductive Systems			55 (10 / 45)	40 (30 / 10)	0	3.5
MDCA1343	Endocrine, Cardiology, and Professional Communicati on			55 (10 / 45)	40 (30 / 10)	0	3.5
MDCA1353	Diagnostic Procedures, Hematology, Urinary System & Medical Billing			55 (10 / 45)	40 (30 / 10)	0	3.5

MDCA1363	Pharmacology , Health Insurance and Respiratory System		55 (10 / 45)	40 (30 / 10)	0	3.5
MDCA1201	Externship I	MDCA1313 MDCA1323 MDCA1333 MDCA1343 MDCA1353 MDCA1363	0	0	115 (80 / 35)	2.5
MDCA1202	Externship II	MDCA1201	0	0	115 (80 / 35)	2.5
Subtotal			330 (60/270)	240 (180/60)	230 (160/70)	26